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ABSTRACT

This kit is based on 73 responses to a survey conducted by the Association of Research Libraries (ARL) Office of Management Services to obtain information on the management of CD-ROM database installations in ARL libraries. The survey sought information in the areas of CD-ROM funding, instruction and publicity, organization, equipment, security, selection, and staffing. It was found that the respondents each had an average of 15 workstations, some with more than one database per station. The majority of respondents (96%) indicated that subscriptions to CD-ROM databases are paid for, at least partially, out of acquisitions budgets. Libraries have also obtained funding from gifts, grants, and academic departments. The majority of respondents do not charge for CD-ROM searches or for printing, although several charge patrons for CD-ROM searches conducted by a librarian. All of the respondents provide some form of instruction for CD-ROM database users; the majority also publicize the availability of their CD-ROM databases. Most CD-ROM workstations are located in the reference department or near the collection for which they provide access. Twelve libraries are using local area networks (LANs) to connect multiple workstations. Materials submitted by the respondents and compiled in this kit are policy statements from nine research libraries; selection policies from six institutions; database descriptions from nine institutions; staff operating procedures manuals from two institutions; instructional materials from 10 institutions; instructions for downloading files from eight institutions; publicity materials from eight institutions; job descriptions from three institutions; and a list of 13 selected readings. Introductory materials include a summary of the survey results and a copy of the questionnaire with a tally of the responses to individual questions. (MAB)

SPEC KIT

November/December 1990 OMS

Systems and Procedures Exchange Center

ISSN 0160 3582

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Management of CD-ROM Databases in ARL Libraries

Kit 169

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ISSN 0160 3582

MANAGEMENT OF CD-ROM DATABASES

by Katie Clark, Head, Life Sciences Library
Pennsylvania State University

INTRODUCTION

Since the mid-1980s, CD-ROM products and databases have become an integral part of research library services and operations. Internal applications of this technology include catalog production systems, collection analysis systems, and CD-ROM catalogs. In the public services arena, over 1500 commercially available CD-ROM products offer patrons the opportunity to obtain information through inexpensive, user-friendly formats. While this situation has benefitted libraries by allowing them to provide rapid access to information, it has also presented them with a new set of challenges. Libraries that purchase CD-ROM databases must deal with the difficult management issues of funding, staffing, organization, instruction, equipment purchase, etc.

SURVEY RESULTS

In Summer 1990, a survey was conducted by the Association of Research Libraries Office of Management Services on the management of CD-ROM database installations in ARL libraries. SPEC Kit#169, *Management of CD-ROM Databases* (November/December 1990), was developed based on responses from 73 ARL institutions. The ARL institutions responding had an average of fifteen workstations, some with more than one database per station.

Funding. CD-ROM workstations and subscriptions are expensive items that often must be paid for out of existing funds; few libraries have new or additional funds to cover their purchase. Libraries must decide which budget(s) should be used to pay for CD-ROM workstations, which include equipment, a subscription, and an index in a non-print format. Should money come from reference, serials, book, equipment, automation, or CD-ROM budgets? The majority of respondents (96%) indicated that subscriptions to CD-ROM databases are paid for, at least partially, out of acquisitions budgets. Libraries have also obtained funding from gifts, grants, and academic departments.

The initial outlay for equipment is large, and a commitment must be made to continue subscriptions. The amount spent by libraries each year on CD-ROM database subscriptions and equipment continues to increase, as the demand for these services grows.

Unlike traditional mediated online searching, where most libraries charge patrons to recover the online costs, access to CD-ROM databases is usually available at no charge to the user. The majority of ARL institutions surveyed do not charge for CD-ROM searches (68) or for printing (65). Several respondents indicated, however, that patrons are charged when a CD-ROM search is conducted by a librarian. Costs for printing vary depending on the product and method/means of printing, from as much as $25 per print to .05 per page. Libraries find money in existing budgets to recover the cost of equipment, subscriptions, staff, supplies, and royalty fees.

With the availability of compact disc databases, libraries have the option of cutting budgets by canceling expensive printed indexes and relying on the CD-ROM database. Libraries have been reluctant to cancel print indexes because they still must be used to supplement CD-ROM services. Most libraries that have canceled print indexes, have canceled the second copy, and still retain one print subscription.

Instruction/Publicity. The availability of CD-ROM databases has created a large demand for instruction, and increased demands for demonstrations of the searching capabilities of this new technology. All libraries surveyed indicated that they provide some form of instruction for CD-ROM database users, often incorporating instruction on CD-ROM databases into standard bibliographic instruction sessions, informing students about the variety of CD-ROM databases available for their research needs. Some libraries have taken a more formal approaches to CD-ROM training, such as classes, workshops, and seminars, focusing on searching CD-ROM databases. Most libraries teach patrons one-on-one with hands-on practice, an approach that can be very time consuming. Brief, concise point-of-use guides located at each terminal are frequently used. With such a variety of databases, libraries have found it necessary to

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explore different methods to provide the best possible instruction in the use of CD-ROM indexes.

The majority of ARL institutions surveyed (64) publicize the availability of their CD-ROM databases; only five did not. Newsletters, flyers, articles in campus newspapers, and letters to faculty have proven to be successful.

Organization. The physical arrangement of CD-ROM workstations has implications for instruction, staffing, and security. Workstations are most often within sight or reach of a service desk, so that staff are able to provide help to users at all times. Most of libraries surveyed locate CD-ROM workstations in an area where one would logically expect to find similar printed tools, such as part of the reference department (60), or nearest the collection for which they provide access (71). Twenty respondents have a separate CD-ROM database area.

Equipment. One of the biggest limitations of CD-ROM databases is that only one user can access a database at a time. A local area network (LAN) can connect multiple workstations and allow many users to search the same database simultaneously. However, not all products are supported by all LANs. Twelve libraries indicated that they are using local area networks to link CD-ROM stations, most notably LAN systems from Multiplatter, Meridian CD-Net, and Novell. Although only a few libraries have actually purchased LANs, the majority (52) are planning to do so in the future.

Security. With such expensive equipment located in public areas, security is an important concern. Many libraries keep the compact discs themselves at a service desk when not in use. While this decreases the possibility of discs being stolen, it may significantly increase traffic at the reference desk. Only 19 respondents did not provide any form of security for their CD-ROM equipment. A variety of different security measures are used including locked rooms, locked cabinets, lock down devices, cables, locking players, and simply keeping the equipment in view of the staff. Seventeen of the respondents reported having had equipment stolen, ranging from key caps to a microcomputer.

Selection. Selection of CD-ROM databases is a complex issue. Few of the ARL institutions (18) surveyed have written selection criteria for CD-ROM databases. The high price of CD-ROM subscriptions makes format-free collection development problematic. A variety of selection arrangements are used including selection committees, section/division heads, all staff, and subject bibliographers. Challenges to selection include not only evaluating the quality of the database, but also of the retrieval software. Selection decisions are often coordinated with reference personnel who will have to provide reference assistance, instruction, and documentation for the product.

Staffing. Public access to CD-ROM databases has added a new dimension to reference work. Reference staff must be able to refer patrons to appropriate databases, help formulate search strategy, interpret documentation, provide instruction in the particular searching protocol used by the product, and troubleshoot equipment. Library staff may feel overwhelmed by the amount and variety of software, databases, and equipment they must master. In order to meet different levels of service demands, some libraries use students and trained support staff to monitor and provide basic assistance and troubleshooting with the equipment in CD-ROM service areas. In addition to those staff who assist patrons, staff assistance is needed to install software, computer boards, and troubleshoot equipment. The majority of respondents (63) indicated that librarians do at least some troubleshooting of equipment problems. Quick turn-around time on repairs of equipment is essential to keep service operational.

ISSUES AND TRENDS

CD-ROM databases are becoming an essential component of library collections and services. The number of commercially produced products continues to grow, and technological enhancements are making multimedia CD-ROM networks that allow for the transmission of sound, video, and still images more accessible as a research tool. The increased demands for instruction, publicity, and technical expertise brought about by the utility and the popularity of CD-ROM products is likely to continue to grow. At the same time, the financial challenges faced by research libraries in the 1990s may leave libraries with fewer funds for equipment and subscriptions as well as fewer public services staff to handle increasing service demands. Cost-effective, staff-efficient training programs in CD-ROM searching will be needed to address the staff-intensive instructional approaches currently in use.

The most serious limitation of CD-ROM databases is that only one user at a time is able to access each database. Local area networks (LANs) that link workstations and provide multiple users simultaneous access to databases will help alleviate this problem. Libraries have been slow to purchase LANs because lack of standardization has made networking difficult between different machines and software. As LANs become more reliable, more libraries will make the large financial investment in their purchase.

This kit/flyer was edited by C. Brigid Welch, OMS Senior Program Officer for Information Services and produced as part of the OMS Collaborative Research/Writing Program.

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SPEC Kits (ISSN 0160 3582) are available mainly by subscription. Individual back issues may be ordered for $30.00 ($20.00 for ARL members), with prepayment required, from: SPEC, Office of Management Services, 1527 New Hampshire Ave., NW, Washington, DC 20036. Send check payable to "ARL Office of Management Services." Add $5.00 if you wish first-class postage and handling within the US. For all orders to Canada, add $5.00 for postage and handling; for all orders to other countries outside the US, add $8.50 for postage and handling. Kits are shipped library-rate unless otherwise specified; allow four to six weeks for delivery.

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Katie Clark, Texas A&M University

DATE: 20 July 1990

SUBJECT: SPEC Kit on Management of CD-Rom Databases

We are gathering information for a SPEC kit and flyer on management of CD-Rom databases in research libraries. CD-ROM databases are now an integral component of large research libraries, and there is a need for information on management of such installations.

As a representative on an ARL library, you are asked to complete the enclosed survey covering funding, equipment, publicity, organizations, security staffing, and selection of CD-ROM database services.

Along with the completed survey, please enclose appropriate documentation including **job descriptions (librarians, staff, and student workers), budgets, policy statements, forms,** and **guidelines** that pertain to management of CD-ROM database installations. the documents gathered as part of this survey will form the basis for a SPEC kit and flyer to be produced within the next six months.

Deadline for response is **17 August 1990.**

Thank you for your assistance. Please contact us if you have additional questions.

SPEC SURVEY - MANAGEMENT OF CD-ROM INSTALLATIONS

Library/Institution: INSTITUTION SUMMARY

Contact Person: 73 RESPONDENTS

Title: _____ Telephone: _____

FUNDING

1. How does the library pay for CD-ROM database subscriptions? (Check all that apply)

69	Acquisitions budget	12	Grant
15	Gift	20	Other (please explain) _____

PLEASE LIST FUNDS SPENT IN THE PAST FIVE YEARS FOR CD-ROM DATABASES, INCLUDING SUBSCRIPTIONS, AND ONE-TIME PURCHASES SUCH AS BACKFILES.

AVERAGE

$16,398 1986 (11)	$18,313 1988 (39)	$40,938 1990 (50)
$14,508 1987 (22)	$28,968 1989 (50)	

3. How much has been spent on CD-ROM equipment for each of the last five years? (monitors, CD-ROM drives, printers, etc.)

AVERAGE

$12,470 1986 (8)
$ 9,801 1987 (21)
$12,870 1988 (33)
$14,776 1989 (42)
$21,198 1990 (37)

INSTRUCTION/PUBLICITY

1. What kind of instruction does the library provide for CD-ROM database users? (Check all that apply.)

62 Handouts
44 Manuals
45 Other (please explain) _____
46 In class demonstrations
0 None

PLEASE ENCLOSE SAMPLE INSTRUCTIONAL MATERIAL.

2. Does the library provide instruction on downloading search results?

12 no
57 yes

PLEASE ENCLOSE MATERIALS RELATING TO DOWNLOADING.

3. Does the library publicize the availability of CD-ROM databases?

5 no
64 yes

If yes, what methods have been used? (Check all that apply.)

47 Newsletters
45 Flyers
35 Articles
27 Other (please explain) _____

PLEASE ENCLOSE SAMPLE MATERIAL USED FOR PUBLICITY.

4. Are non-university patrons eligible to use CD-ROM databases?

4 no
67 yes

PLEASE ENCLOSE POLICIES RELATING TO THE USE OF LIBRARY MATERIALS BY NON-UNIVERSITY PATRONS.

ORGANIZATION

1. How is the library's CD-ROM service organized? (Check all that apply.)

20 separate CD-ROM database area
60 Part of the Reference Department
26 Located where the material is interpreted
45 Separate departmental areas/libraries
7 Other (briefly describe) _____

2. Does the library charge patrons for ondisk searches?

69 no 4 yes

If yes, how much as patrons charged? SEE NARRATIVE ANSWERS

3. Does the library charge patrons for prints from ondisk searches?

65 no 7 yes

If yes, how much per page? SEE NARRATIVE ANSWERS

If yes, is the goal to recover cost of (check all that apply):

7 paper
6 other supplies
0 subscriptions
3 equipment
1 staff costs

PLEASE ENCLOSE POLICIES RELATING TO ONDISK CHARGES.

4. Please estimate your operating costs per year for your CD-ROM database installation (include supplies, paper, ribbons, etc.): Average $6,331/year (26 respondents)

PLEASE ENCLOSE BUDGETS.

5. What is the total number of CD-ROM search stations currently available in your library?
Average 15 (70 respondents)

6. What is the total number of printers currently available in your CD-ROM database service?
Average 14 (70 respondents)

EQUIPMENT

1. What microcomputers are your CD-ROM databases loaded on? (Check all that apply).

73 IBM or compatible
33 8088
56 286
21 386
0 486

7 Macintosh
8 Other:

2. Are you currently using a LAN (local area network) to link CD-ROM stations?

58 no 12 yes

If yes, which one? SEE NARRATIVE ANSWERS

How many search stations? 6 average How many CD-ROM drives? 10 average

If no, are you planning to purchase one?

8 no 52 yes

PLEASE ENCLOSE A LIST OF ALL UNITS THAT HAVE CD-ROM DATABASES AND THE DATABASES IN EACH.

2. How are searches on CD-ROM databases scheduled? (Check all that apply.)

25 By appointment
40 Sign up Sheet
65 First come, first serve
5 Other (please explain) _____

PLEASE ENCLOSE POLICIES ON MATERIALS USED FOR SCHEDULING.

3. What hours are the CD-ROM databases available for use?

Average 77 hours/week

Monday - Thursday _____
Saturday _____
Sunday _____

SECURITY

1. What security does the library provide for CD-ROM equipment? (Check all that apply.)

12 Locked room
22 Locked cabinets
19 None
35 Other (please explain) _____

2. Are the compact disks kept at a service desk when not in use?

24 no
53 yes

PLEASE ENCLOSE POLICY STATEMENTS AND MATERIALS RELATING TO SECURITY.

3. Have you had any loss of equipment or disks?

53 no
17 yes

If yes, please explain: _____

SELECTION

1. Does the library have written selection criteria for CD-ROM databases?

50 no
18 yes

PLEASE ENCLOSE POLICIES USED FOR SELECTION OF CD-ROM DATABASES.

2. Who selects which CD-ROM databases the library subscribes to? (Check all that apply.)

23 Selection committee
37 Section/Division head
11 All staff
49 Other (please explain) _____

3. Have the use and availability of ondisk services resulted in the cancellation of, or decision not to purchase, any paper indexes?

48 no 23 yes

If yes, please list.

4. Does the library have a written policy on canceling paper indexes replaced or duplicated by CD-ROM databases?

67 no 1 yes

PLEASE ENCLOSE POLICIES AND MATERIALS RELATING TO CANCELLATION OF PRINT INDEXES.

STAFFING

1. How does the library services/staff the CD-ROM databases? (Check all that apply.)

62 From a service desk 25 Student workers
17 Special staff assigned 9 Other (please explain) _____

PLEASE ENCLOSE ORGANIZATIONAL CHARTS AND JOB DESCRIPTIONS FOR LIBRARY STAFF WHO HAVE RESPONSIBILITY FOR CD-ROM DATABASE SERVICE.

2. Who troubleshoots hardware/software equipment problems? (Check all that apply.)

63 Librarian(s)
50 Personnel from Library Computing Services/Systems Office
11 Personnel from University Computing Services
19 Student worker(s)
18 Other (briefly describe) _____

3. Does the library have service contracts for microcomputers and compact disk players?

38 no 35 yes

Please mail completed survey by **17 August 1990** to:

Katie Clark
Assistant Head, Reference Division
Sterling C. Evans Library
Texas A & M University
College Station, Texas 77843-5000

NARRATIVE REPLIES

The questionnaire contained 4 narrative-response questions.
Responses are given below.

ORGANIZATION

Question 2. Does the Library charge patrons for ondisk searches? If yes, how much are patrons charged?

Yes, If a librarian does the search. We really charge for professional time, not for the use of the facilities.

Yes, one unit does charge if the search is done by a librarian.

Yes, $2.00 per half hour.

Yes, $2.00.

Question 3. Does the library charge patrons for prints from ondisk searches? If yes, how much per page?

Yes, Business Periodicals on Disc, $25/print of full text.

Yes, Charge .10/page for copies from Laserdisclosure, since Laserdisclosure replaced fiche which were printed (copied) at .10/page, this printing charge was retained.

Yes, .01 per 1/5 page to .05 maximum

Yes, .05/page.

Yes, one unit of four does, .25 per 5 minutes of searching.

Yes, .05/page.

Yes, .07/page.

EQUIPMENT

Question 2. Are you currently using a LAN (local area network) to link CD-ROM stations? If yes, which one?

Apple Talk	1
Campus Network	1
LANtastic	1
Meridian CD-Net	2
MultiPlatter	4
Novell	3
Opti-Net	1
PC Anywhere	1

Question 3. How many search stations? How many CD-ROM drives?

Search stations	CD-ROM Drives
4	7
6	14
7	11
3	6
9	--
6	--
9	14
12	14
3	11
6	16

LIST OF RESPONDING LIBRARIES

Arizona
Arizona State
Boston Public
Cal., Berkeley
Cal., Davis
Cal., Irvine
Cal., San Diego
Cal., Santa Barbara
Case Western
Chicago
Cincinnati
Colorado
Colorado State
Connecticut
Dartmouth
Emory
Florida
Florida State
Georgia
Georgia Inst. of Tech.
Hawaii
Houston
Illinois-Chicago
Illinois-Urbana
Iowa
Iowa State
Johns Hopkins
Kentucky
Laval
Linda Hall Library
Louisiana State
McGill
McMaster
Maryland
Massachusetts
Mass. Inst. of Tech.
Miami
Nat. Agricultural Lib.
Nat. Lib. of Canada
Nat. Lib. of Medicine
Nebraska
New York State Lib.
New York University
North Carolina
North Carolina State
Notre Dame
Ohio State University
Oklahoma
Oregon
Pennsylvania
Princeton
Purdue
Queen's
Rochester
Saskatchewan
Southern Illinois
SUNY Albany
Syracuse
Temple
Tennessee
Texas
Texas A&M
Toronto
Tulane
Vanderbilt
Virginia
Washington
Washington State
Waterloo
Wayne State
York
Minnesota
Missouri

POLICY STATEMENTS

CD-ROM Access Policy

Only UCI faculty, staff, and students may reserve use of the workstations. Reservations must be made in person and are made up to one day in advance. In order to provide the most access to everyone, use is limited to two non-consecutive periods per day. Telephone reservations are not accepted. After reservations are met, access is available to everyone on a first-come, first-served basis.

Patrons are expected to cooperate with each other in using the workstations. If others are waiting, workstations must be relinquished promptly at the end of the reserved time slot.

Users should be prepared to show both a current, valid UCI and photo I.D. cards.

Faculty and librarians may request instructional sessions for their classes by inquiring at the Reference Desk or by calling the Reference Department at 856-5968. Requests for classes should be made at least one week in advance.

CONSERVE PAPER!
PRINT SELECTIVELY!

Reference Department 2/26/90

CD-ROM USE

POLICY

Sign-up at MICROTEXT/CD-ROM DESK for use of CD-ROMs. One thirty minute reservation per day/per database/per patron. INFOTRACK NEWSBANK, PAIS and US GOVERNMENT PUBLICATIONS CATALOG do not require any sign-up.

Time period will be forfeited with failure to appear within 5 minutes of starting time.

Be prepared to leave the workstation at the end of your time period.

Phone requests for sign-up periods are accepted at 486-5949.

Some databases are produced on several disks and organized chronologically. Ask for earlier disks at the MICROTEXT/CD-ROM DESK with your ID Card.

INSTRUCTIONAL MATERIALS

HANDOUTS are available at the MICROTEXT/CD-ROM DESK and the REFERENCE DESK.

Workstations are equipped with appropriate INSTRUCTION BOOKS and thesauri/SUBJECT HEADINGS LISTS.

Many CD-ROMs have ONLINE TUTORIALS.

PERSONAL ASSISTANCE

with searching techniques, ask at the **REFERENCE DESK**

For other assistance, ask at the MICROTEXT/CD-ROM DESK

BEST RESULTS CAN BE EXPECTED AFTER OBTAINING PERSONAL ASSISTANCE, USING THE INSTRUCTIONAL MATERIALS, PLANNING YOUR SEARCH, AND PRACTICE

CD-ROM ACCESS POLICY

Currently enrolled Emory University and Oxford College of Emory University students, faculty and staff have priority access to CD-ROM systems in Woodruff Library. They may request or ask a librarian to request that any non-Emory person stop using a system upon their arrival.

Only currently enrolled Emory University or Oxford College students, faculty and staff may reserve a maximum of 30 minutes searching time per day on a CD-ROM database by writing a name and campus identification number in the notebook located by each CD-ROM terminal.

Non-Emory users may not reserve searching time on the CD-ROM databases.

Non-Emory users may use the CD-ROM databases when an Emory or Oxford student or faculty/staff member is not using the system. Non-Emory users must immediately **stop use** of any CD-ROM system when requested by an Emory student or librarian. Searches and printing in progress will be discontinued immediately.

UMCP LIBRARIES
UNIVERSITY of MARYLAND at COLLEGE PARK

AUTOMATED REFERENCE SOURCES CIRCULATION POLICY

Circulation:

In order to use any of the Libraries' automated reference sources, patrons must register at the designated service desk. At the time of circulation, the patron must show a valid UMCP borrower's card or current driver's license. No more than one database can be used/loaned at a time to a patron. The maximum loan period is one hour. Once the loan/use period has expired, the patron should check with the service desk to see if anyone else has registered to use either the database or the workstation he/she is currently using. If a commitment exists and the next user is waiting, the current user must vacate the workstation and return any borrowed discs to the lending service desk. If no commitment has been made or the next user does not claim his/her reservation within 10 minutes, the current user may extend his/her use by registering for an additional half hour. Patrons who do not extend their use period by registering at the service desk may be bumped at any time.

Reservations:

Patrons wishing to reserve a database to use at a later time may do so by pre-registering at the designated service desk. The reservation system is a self-service operation. Patrons are responsible for making their own reservations. During designated hours (see next page) staff will accept phone-in reservations or cancellations and/or check for openings. The following reservation restrictions apply:

1) Only one database can be reserved per 1/2 hour time slot.

* 2) Pre-registration for use of one or more databases is limited to a maximum of one hour (two 1/2 hour time slots) per day.

3) LEXIS/NEXIS use/reservations are limited to currently registered UMCP faculty and students. (All LEXIS/NEXIS users must present a UMCP ID card; students must also present a current registration card.)

Reservations may be made up to 8 days in advance. Reservations made for a half hour slot or for two consecutive half hour slots are treated as a single reservation and will be held a maximum of 10 minutes before given to another user.

* Note: Although pre-registration for an individual is limited to a maximum of one hour per day, this does not preclude the use of any of the Library's automated reference sources (if available) any other time during the day on a first-come-first-served basis.

Availability:

Hours of availability vary by location and will be posted and clearly indicated on all registration/reservation forms. Every reasonable effort will be made to keep workstations operational and databases accessible. While malfunctions may occur at any time, library staff will not bump registered users at other workstations to compensate for software or equipment malfunctions.

FALL HOURS

Location	Hours of Availability		Phone-In Reservations Accepted	
Engineering & Physical Sciences Library	Mon-Th	9am-7pm	Mon-Fri	9am-4pm
	Fri	9am-4pm		
	Sun	1pm-6pm		
Government Documents	Mon-Th	9am-11pm	Mon-Fri	9am-noon
	Fri	9am-5pm	Sat	10am-noon
	Sat	10am-5pm	Sun	noon-2pm
	Sun	noon-11pm		
Hornbake Reference	Mon-Th	9am-11pm	Mon-Th	9am-11pm
	Fri	9am-5pm	Fri	9am-5pm
	Sat	10am-5pm	Sat	10am-5pm
	Sun	noon-11pm	Sun	noon-11pm
McKeldin Reference	Mon-Th	9am-10pm	Mon-Fri	9am-10am
	Fri	9am-6pm		
	Sat	10am-6pm		
	Sun	noon-10pm		
White Memorial Library	Mon-Fri	9am-7pm	Mon-Fri	9am-4:30pm

Use Restrictions:

Microcomputer workstations located in the Reference Departments of the UMCP Libraries are restricted to the use of the Library's Automated Reference Sources. Use of this equipment for other purposes is prohibited. Tampering with the files stored on the hard disk, loading unauthorized software to the hard disk, or downloading material to the hard disk is strictly prohibited. Unauthorized use of this equipment will be referred to the appropriate campus authorities for disciplinary actions.

Patrons may be held financially responsible for any disc not returned at the designated time or location. Financial responsibility includes overdue fines, actual replacement cost, processing costs, etc.

Effective May 23, 1990

PRINT CHARGES
on
Business Periodicals Ondisc

Due to the royalty and printing charges levied against the Library, there will be a 25 cent charge for each page of a journal article printed from the UMI Business Periodicals Ondisc system. To obtain such full text prints, a debit card, coins or a dollar bill can be used. Debit cards can be purchased from McKeldin Library's ground floor Photocopy Center Monday through Friday 9AM - 4PM. There will be no charge for displaying journal articles and printing only bibliographic references.

CD-ROM SEARCH SERVICE

McGill University

POLICIES

1. The CD-ROM Search Service is only available to authorized McGill Users (i.e., staff or students), staff from McGill affiliated hospitals, or holders of a Health Sciences Library borrowing card.

Users must have a currently valid McGill ID card. McGill affiliated hospital staff who do not have a McGill ID card, and all other users, must register at the Circulation Desk to obtain a Health Sciences Library borrowing card.

The McGill affiliated hospitals are:

Royal Victoria Hospital
Montreal General Hospital
Montreal Children's Hospital
Montreal Neurological Institute
Sir Mortimer B. Davis - Jewish General Hospital
Douglas Hospital
Montreal Chest Hospital Centre
Queen Elizabeth Hospital
St. Mary's Hospital Centre
Lakeshore General Hospital
Reddy Memorial Hospital
Shriner's Hospital for Crippled Children

2. A person takes a seminar to become familiar with searching techniques and the computer equipment. Separate seminars are offered for MEDLINE and SCI, but not for Occupational Health and Safety (also known as ccINFOdisc). If a person wants access to OHS, he or she can take either a MEDLINE or SCI seminar to learn how to use the hardware properly. They are required to give name, department, phone number, status (undergrad, grad, PhD, staff) and McGill ID # to be entered into our list of authorized users.

3. CD-ROM discs, the keys to the workstations, and manuals are kept on reserve at the Circulation Desk. A user must leave his/her valid McGill ID or Health Sciences Library borrowing card at the Circulation Desk and print his/her name on each card for each item borrowed. If there is a line-up at the Desk, the person must wait his/her turn.

4. Circulation staff will indicate the time the CD-ROM discs were signed out and the time they were returned. Circulation staff will request an additional $2.00 fee if the discs are returned more than 15 minutes late. All problems should be directed to the Computer Services Librarian.

5. CD-ROM discs, the keys to the workstations, and manuals are the **responsibility of the person who has signed them out**. Workstations must be locked after each use. Workstations should never be left unlocked and unattended even for short periods of time.

6. Searching time must be reserved in advance. Five minutes before their appointment ends, the user must finish working and return the discs and keys to the Circulation Desk so that the next person does not lose part of his/her assigned time.

7. If a user is 15 minutes late and does not call in, s/he forfeits his/her turn and anyone wishing to use the remaining time may do so.

8. Floppy discs are not sold by the library. A person wanting to download documents to a floppy disc must bring his/her own formatted disc (IBM compatible).

9. All suggestions and complaints concerning the CD-ROM Search Service should be directed to the Computer Services Department.

10. **EXCEPTIONS**: Any exceptions to the above policies (e.g., person is not McGill staff or does not want to take the seminar) will be made by the Computer Services Librarian.

31 January 1990

CD-ROM Search Service

Monday

Workstation 1	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30
— ~~Medline~~ 1966 – 1990														
— Occupational Health & Safety														
— ~~Scientific American Medicine~~														

4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30
								Library Is Closed					

— A person who signs up on these sheets has priority over someone who has not signed up.

— All sessions are 1 hour or less; no more than two hours at a time per database.

Workstation 2	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30
— ~~Medline~~ 1966 – 1990														
— ~~Cancerlit, PDQ~~														
— ~~Compact Library: AIDS~~														

4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30
								Library is Closed					

United States Department of Agriculture
National Agricultural Library
Public Services Division
Washington, D.C. 20250

CD-ROM POLICIES

The National Agricultural Library (NAL) is making available to its users several databases on CD-ROM (Compact Disk-Read Only Memory). A list of titles available for searching is displayed on the monitors at the CD-ROM search stations in the reading rooms at NAL and the D.C. Reference Center (DCRC) or you may inquire at the Reference Desk.

CD-ROMs ARE VERY DELICATE. PLEASE TAKE CARE NOT TO SCRATCH OR LEAVE FINGERPRINTS ON THE DISKS.

Please observe the following policies and procedures when using the CD-ROMs:

* CD-ROMs are available for use in the library during the hours the Reference Desk is staffed (NAL 8:30 a.m. - 4:30 p.m.; DCRC 8:00 a.m. - 4:30 p.m.).

* You may request one title (maximum of three disks) at a time from the librarian on duty.

* Sign the register and leave your government ID or driver's license with the librarian.

* If you are a first time user, ask the librarian to show you how to handle the disk and place it in the CD-ROM player.

* If someone else is waiting, your searching is limited to 30 minutes.

* Data can be copied in electronic format (or downloaded) from most CD-ROMs for temporary use or for research purposes. If you wish to download data, bring your own DOS formatted 5 1/4 inch low density floppy disks.

* For some databases, such as AGRICOLA or CRIS which are in the public domain, there are no limitations on how you use the downloaded data. License agreements with other vendors prohibit downloading data for sale or conveyance for value to a third party.

* You may print up to 500 bibliographic citations or 200 citations with abstracts per day.

(over)

* Exit from the program before removing the disc from the CD-Rom player.

* End your search and return the disk(s) to the librarian no later than 4:25 p.m.

We welcome suggestions from our users regarding our selection of CD-ROMs, our service policies, and your evaluation of the disks. If you were not given a CD-ROM User Satisfaction Questionnaire, please ask the librarian for one.

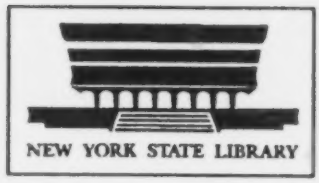
CD-ROMs are available at:

Reference Desk
National Agricultural Library
10301 Baltimore Boulevard
Beltsville, MD 20705
(301) 344-4479

or

D.C. Reference Center
of the National Agricultural Library
Rm 1052 South Agriculture Bldg.
U.S. Department of Agriculture
14th & Independence Ave., SW
Washington, DC 20250
(202) 447-3434

NEW YORK STATE LIBRARY



ELECTRONIC REFERENCE STATION SERVICE POLICIES

The Electronic Reference Station brings together in a central location the electronic systems necessary to search computerized information networks and databases. Library users can search CD-ROM databases and the catalogs of nearby libraries. Reference staff can respond to questions and verify citations rapidly and accurately through access to dial-up online information systems.

CD-ROM SERVICE POLICIES

1. The CD-ROM workstations are intended for searching Library-owned CD-ROM databases only.

2. State and Legislative staff and priority clientele may reserve time for CD-ROM searches by signing up in person in the notebook for the database they wish to search or by telephoning the Library Reference Desk at 473-INFO. Appointments may be scheduled up to two weeks in advance.

3. All others may only sign up in person for use the same day.

4. Each user is offered a half-hour appointment. If no one else is scheduled or waiting, additional time may be used.

5. Some databases have online descriptors or indexes. Consult specific pamphlet for each database for more information.

6. Please be on time for your appointment. If you are late, your time slot may be given to someone without an appointment who is waiting to use the database. Appointment timing will be determined by the clock in the Reference Area.

MK: 7/12/90

7. You must sign the log book before beginning your search and log out at the end, indicating both beginning and ending times, database to be searched, and your status (e.g., State, Legislature, student, other).

8. We suggest you limit your printing to 30 citations. Downloading is not permitted.

9. CD-ROM search assistance is available weekday hours from 9:00 a.m. to 5:00 p.m.

WILEY AREA POLICIES AND REGULATIONS

Reference Division, Sterling C. Evans Library
March, 1990

HOURS OF OPERATION

Monday - Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 9:00 p.m.
Sunday	12 Noon - 10:00 p.m.

The Wiley area will close at the hours listed above. Patrons are asked to be finished with their searches by closing time.

GENERAL RULES AND REGULATIONS

Wiley area rules and policies are designed to give everyone access to the databases. Please help us by following the rules and procedures given in this handout. The Wiley area is staffed during the hours listed above. If you need help, please feel free to ask the Wiley attendant for assistance.

Please do not bring food, beverages or tobacco products into the Wiley area.

Due to exposed cables, wiring and delicate equipment, please do not bring children eight years old into the Wiley area. Children between eight and twelve years old should be accompanied and attended by a parent.

Texas A&M University faculty, staff and students have priority using the equipment.

Patrons needing access to word processing facilities may use the LRD on the sixth floor of the Library. The microcomputers and other equipment in the Wiley area are to be used for their designated purpose; patrons are not to use their own software in these machines.

Downloading is possible on most of the databases. Patrons should bring their own formatted, double sided, double density floppy disks. Wiley machines cannot accept high density disks.

Online access (AIRS, After Dark) is available by appointment. These may be made in the Reference Office or by calling 845-5741.

If damage occurs to AIRS/Wiley hardware or software through carelessness or deliberate action, the user will be responsible for replacement or repair.

During a fire alarm all patrons are required by state law to leave the building.

SIGN-UP SHEETS

Wiley databases are used on a first-come, first-served basis. Sign-up sheets are used when needed to insure that everyone has an opportunity to use the databases. These sheets are not a reservation system; rather, they are designed to act as queuing sheets. Your signature holds your place in line. If there is no one using the database, you may use it until such time as you finish your search or until someone else wants to use it. If someone else wants to use the database, the Wiley attendant will sign that person on the sign-up sheet in the manner described below. You will then have thirty minutes to finish your search.

If you want to use a database that someone else is using, you should follow the following procedure:

1. Talk to the Wiley attendant. The attendant will add your name to the sign-up sheet and will give you a time that you can use the database.

2. The time assigned will be determined in the following manner:

   a. If there are no names ahead of yours on the sign-up sheet, you will be given a time 30 minutes from the time you signed up.

   b. If there are people ahead of you on the sign-up sheet, you will be given a time 30 minutes from the time of the last person on the sign-up sheet.

3. The Wiley attendant will keep track of the time using an alarm clock.

4. You should be present within five minutes of the time of the time listed on the sign-up sheet. If you are late you may lose your turn.

In the event of a building emergency (e.g.: fire alarm or power failure) the sign-up sheet will begin with the person listed at the time we are permitted to re-enter the building or that power is restored. Patrons who lost their turns as a result of the building emergency may add their names to the end of the queue.

Sign-up sheets are not used for the regular ABI-Inform or Periodical Abstracts workstations. This permits patrons to take advantage of the next available workstation rather than having to wait for a specific machine.

Toronto

CD-ROM User Policies

Due to the enormous demand for CD-ROM searching during much of the academic year, we ask that you comply with the following:

1. Use is restricted to two (2) non-consecutive 1/2 hour periods per day, which can (and often must) be reserved in advance.

2. Machine will be held for 10 minutes if you are late; after that someone else may use the rest of your period.

3. Please, as a courtesy to others, organize your search so that you are able to vacate the machine when the next session begins. This includes having your printing completed! If you are unable to finish in your half hour, please do not hold up the next person. Stop at the end of your session and sign up for another time.

4. If you find more than 50 references to print out, please consult a staff member **BEFORE** printing. It may be possible to reduce that number, or to select only the most relevant references to print.

5. During heavy use periods (October—December, January—March) if you are unable to come in for your session, please telephone the Reference desk to cancel your appointment (978-6215). You may also telephone to make an appointment.

SELECTION POLICIES

EMORY UNIVERSITY GENERAL LIBRARIES
COLLECTION MANAGEMENT DIVISION

COLLECTION DEVELOPMENT POLICY : ELECTRONIC FORMATS

1. For the purposes of this document, "electronic format" refers to those categories of materials which require computer access, either through a microcomputer or a mainframe. Current examples are various CD-ROM products and machine-readable datafiles.

2. Materials in electronic format will be considered for purchase on the basis of their merit in the context of the collection development policy for the particular subject. Since materials in electronic format are frequently more expensive than a print equivalent, selectors need to determine that some value will be added by the electronic, as opposed to traditional, format. Selectors should recommend the format which best serves the instructional and research needs of the subject. Requests for materials in electronic format should be accompanied by a completed "Electronic Format Request Form."

3. Consideration should be given to the equipment required to support the product. The selector should determine if hardware for the requested item is already in place or if hardware would need to be purchased. Additionally, the selector should state if software can be purchased separately, or if the product is sold only as a package which includes hardware.

4. An effort should be made to assess the impact of the tool on Public Services operations. The selector should be prepared to indicate the intended location of the product and the amount of staff resources needed to support user access. Additionally, if the purchase would require the cooperation of the Emory University Information Technology Division, or involve ITD services, then ITD will be consulted prior to a decision to purchase.

5. Requests for new electronic format products will be reviewed by a committee composed of the Director of Collection Management, the Director of Public Services, and the Head of Systems. If equipment would need to be purchased, the request will be reviewed by Directors Council also.

6. The item in electronic format will be paid for from the appropriate subject fund if it is a one-time publication. If the item is to be purchased on a subscription basis, it will be considered initially as a new serial and subsequently will be paid for from serials funds. Unless it is sold as part of a package with the product, equipment will be purchased from operating, rather than materials, funds.

7. If the selector desires to evaluate a new CD-ROM product on a trial basis prior to purchase, then he or she should notify Collection Management. If a demonstration is authorized, the selector will work with the Acquisitions Department to arrange for receiving the item on a trial basis. A report on the results of the demonstration should be included with the request if the selector wishes to purchase an item after evaluation. Once the demonstration period is over, the item should be returned to the Acquisitions Department for either processing or return.

8. Purchase of material in electronic format may require that the library enter into a license agreement with the producer. Such agreements will be reviewed by university legal counsel prior to purchase.

EMORY UNIVERSITY GENERAL LIBRARIES
COLLECTION MANAGEMENT DIVISION

ELECTRONIC FORMAT REQUEST FORM

_____ Requested by:_____
(date)

NAME OF PRODUCT_____

SUPPLIER:_____

PRICE:_____

JUSTIFICATION

Why is this product needed for the General Libraries? Please be as specific as possible, stating how the title will support the curriculum and which groups of researchers it should serve. (Attach any supporting documentation.)

_____
_____
_____
_____

Is this product sold on a subscription basis? _____

Does the library already receive this title in a traditional format? ____yes ____no

If yes, give title and call number of title currently received:_____
_____

If yes, what value will be added by receiving the electronic format? Can the title in traditional format be cancelled?

_____
_____
_____

Has this product been demonstrated at Emory?

____Yes (If yes, please attach report on results of demonstration.)

____No

EQUIPMENT REQUIREMENTS

Does purchase price include hardware, or is price only for software?_____

Is hardware for this product already in place?

____Yes

____No (If not, state the hardware required, supplier, and price.)

_____
_____
_____

PUBLIC SERVICE REQUIREMENTS

What is the intended location of this product?

_____
_____

What staff resources will be needed to support user access?

_____
_____

_____

PLEASE FORWARD TO COLLECTION MANAGEMENT, ALONG WITH ANY SUPPORTING DOCUMENTATION. REQUESTS WILL BE REVIEWED BY COLLECTION MANAGEMENT, THE DIRECTOR OF PUBLIC SERVICES, AND THE HEAD OF SYSTEMS. SHOULD EQUIPMENT BE REQUIRED, THE REQUEST WILL ALSO BE REVIEWED BY DIRECTOR'S COUNCIL.

_____

ACTION

____Approved for purchase

____Not approved

Comments:_____
_____
_____
_____

_____
date

DRAFT-compiled by Martha Chantiny

LIST OF QUESTIONS TO CONSIDER WHEN SELECTING CD PRODUCTS

I. Librarians to consider:

Does product duplicate current print sources or online subscriptions?

Are access points improved over the print or comparable product?

Does usage of print source merit an additional access point?

Does product provide sources not currently available?

Is same product available from many different vendors?

Is update frequency sufficient?

Are ongoing subscription and maintenance costs reasonable when compared with cost of comparable print or online sources?

What is the reputation of the publisher?

II. Trial Period considerations:

Verify producer claims with sample searches.

Compare a complete citation from the CD product and comparable print product, or with another version of same product by a different vendor.

How readable is the product?

If abbreviations are used, are they logical for your average user?

Is the use of color, windows and other artistic qualities appropriate and valuable?

Are the screen layouts logical?

Do the commands make sense?

What access points are available?

What are the indexed fields?

Are the instructions and the help menus clear?

Is the order of events in the search process on the CD-ROM logical?

Are the number of keystrokes minimal?

Are printing and downloading available and easy to perform?

Will it be necessary to provide staff to assist patrons?

Are screens, commands, and prompts easy to understand?

For those with free online updates to theCD-ROMs, is the transition to online easy for end-users while being sufficiently well-controlled to prevent patron abuse or misuse of online services?

Is the system user friendly - i.e. can an unfamiliar user sit at the terminal and begin a search from onscreen aid?

III. Questions to ask Vendor:

Are products leased or purchased?

How many disks make up the product? Are there other CD-ROM versions with fewer disks?

Must superseded disk be returned to the vendor?

Are software enhancements included in the purchase or lease price?

What are ongoing subscription and maintenance costs when compared with cost of comparable print or online sources, if any?

Does the vendor provide replacements for lost or damaged products at nominal or no cost?

What does the subscription include? How frequently is the product updated?

Is there a backfile? What is the coverage? What is the cost?

Is downloading available?

Is equipment included as part of a subscription? What are the specifications? Is it required?

Is a reduced subscription price available if equipment is not included?

What are copyright and multi-use restrictions?

Can multi-station use be supported? (If multi-station use is desired, see Procedure for multi-station use)

Does the vendor provide maintenance for equipment included in a subscription?

Does the vendor provide assistance with installation?

Is there an easily accessible toll-free customer service?

Are help screens available?

IV. Questions to ask Library Systems Office:

Can currently available equipment be used or upgraded for use?

Are the storage and memory of currently available equipment sufficient?

Does currently available equipment have required color and graphics capabilities if required?

If equipment is provided as part of subscription-can it be supported?

Can multi-station use be supported? (If multi-station use is desired, see Procedure for multi-station use)

Is additional wiring, furniture,renovation or reconfiguration of space required?

University of Massachusetts

Revised Draft

REFERENCE COLLECTION POLICY
CD-ROM DATABASES

The Director of Libraries will appoint a selection committee (with representation from the Reference Department, Government Documents, and all the branch libraries that want to be represented) to implement the following recommendations.

The Selection Committee for CD-ROM Databases will recommend a list of databases, ranking them in order of purchase, and will provide justification for its recommendations. The list will be reviewed and updated as necessary.

The Selection Committee will use the following criteria in evaulating databases, but professional judgment will determine the final recommendations.

INITIAL SELECTION CRITERIA

1. The database provides unique access points useful for our faculty and students.

2. The database will be used by a significant number of faculty members and students.

3. The database can be previewed, and reviews are available.

4. Recommendations will take into consideration the research needs of all the important disciplines on this campus.

ADMINISTRATIVE CONSIDERATIONS

1. The price is judged reasonable in terms of the library budget and value received.

2. The product is compatible with hardware owned by the library or affordable by the library.

3. When feasible, the database is compatible with multiple access configurations, such as local area networks.

4. Labor demands on available staff for equipment maintenance and reference assistance will not be excessive.

5. Availability in other media/formats.

VENDOR CONSIDERATIONS

1. The vendor has demonstrated reliability and good performance.

2. The vendor has produced, or is likely to produce, other relevant databases.

3. The vendor has adequate customer support services for training, trouble shooting, and documentation.

4. The contract or license is not too restrictive, in terms of ownership of the disks received, limitations on database use, site licensing, joint purchase/use, etc.

SEARCH/SYSTEM CAPABILITIES

1. Response time is reasonable.

2. Searching and printing can be interrupted.

3. The database provides desirable search features such as Boolean operators, truncation, proximity searching, etc.

4. Downloading is possible.

(For more details to be considered see attached pages from American Libraries, Oct. 1987, pp. 739-40).

EASE OF USE BY BEGINNERS

1. Clear help screens, system tutorials, error messages, good documentation, etc. are available.

(For more details to be considered see attached pages from American Libraries, Oct. 1987, p. 740.

3/21/85

National Agricultural Library

Selection Policy - No. 1

Machine Readable Materials

Scope of Policy:

This statement addresses machine readable materials (computer software or programs and databases) requiring the use of electronic systems for processing and access. Only materials for addition to the collection are addressed. Materials or access to databases needed for operational use by the Library units are not included in this statement.

Selection Criteria:

A. In acquiring materials or information for the collection, the Library will, as far as feasible, make no distinction between machine-readable materials and more traditional formats except as noted below. All types of machine-readable material including magnetic tape, floppy disc, hard disc, CD-ROM etc., will be collected. The materials may consist of bibliographic citations, statistics, text, instructional courses, etc. Exceptions to the policy as applied to traditional print formats are:

1. Machine-readable materials will generally be acquired only in those subjects which are collected at the comprehensive or research levels.

2. The materials will be generally in English or, if bibliographic, will contain (but not be restricted to) English citations.

3. Generally, materials of current and previous three years will be collected. Materials of an earlier date may be acquired, if of special importance or if needed to acquire earlier files of an important serially-issued data base which is currently acquired.

4. Manuals and other printed documentation accompanying machine-readable materials and necessary for their operation and use will be treated according to the policy for machine-readable materials. Other subject related printed materials distributed independently and providing complementary information will be acquired according to the policy on printed formats.

5. Generally, machine-readable materials will not be selected when the requirements for use are so complicated or restrictive as to add substantial burdens, outside the norm, to their systematic processing or servicing.

B. In selecting machine-readable materials for the collection, the same criteria for content or applicability will be applied as for printed or microform materials. In deciding on the acquisition of these items, the following factors must be taken into account when applicable:

1. Whether the contents are available in printed form as well; whether both are needed or one is preferable. Printed materials are to be preferred unless there are significant overriding advantages to the machine-readable form which justifies their selection.

2. Conditions that will regulate access by the public - need for licenses for use, royalties, membership.

3. Recurring fees to be paid to the supplier, vendor.

4. Internal costs for equipment, maintenance, servicing.

5. Custodial and special service considerations.

C. Selection of machine-readable materials for the collection when multiple formats are available will be based on the following considerations:

1. Which format will most readily serve the needs of the users.

2. The technical quality of the software.

3. Availability of compatible hardware.

4. Internal costs for equipment, maintenance, servicing.

5. Custodial and special servicing considerations.

6. Cost of each format.

D. For machine-readable databases, the Library will seek either acquisition and physical custody or only electronic access (both may be sought by exception only if need clearly justifies), considering a variety of of factors, such as cost, availability of playback or access equipment, physical volume of material, vendors' stipulations, and the Library's requirements.

E. Machine-readable materials whose contents are suitable for the collection will be acquired even when problems of processing or access remain unsolved if no other form is available. Such problems should be documented when the materials are recommended or when selected for addition to the collection.

Extracted from a report proposing establishment on a CD-ROM Service in the National Library of Canada's Reference and Information Services.

National Library of Canada

Criteria for Selection of CD-ROM Products

The Working Group agreed that it was important to view CD products for the Reference installation as reference products, differing only from hardcopy, microform or online resources by their format. Therefore, the general criteria which are applied to the selection of other reference materials must also be applied to CD-ROMs. These criteria are:

- relevance to Reference and Information Services' mandate, which is to support research in the social sciences and humanities generally, and in particular to support Canadian studies;
- correspondence to specific subject collecting levels outlined in the Reference Collection Management Policy;
- demonstrated need, user demand;
- scope and coverage;
- currency and frequency of updates;
- cost;
- quality of the product.

More specifically, CD-ROM products must be carefully compared to available resources, whether hardcopy or online. As CD is a format, it is frequently the case that the same title is available in hardcopy or online format as well. Some specific questions to be asked are:

- Is the CD format less costly per year than searching the equivalent database online has proven to be?
- Does the greater currency (owing to more frequent updating) of the online equivalent in fact out-weigh any cost benefit of obtaining the CD?
- Can printed indexes be weeded? How much space saving will there be? On the other hand, are the printed indexes still necessary, e.g. for use by more than one person at a time?
- Can current print subscriptions be cancelled? Are the CD products cheaper than their printed versions or equivalents?
- Are there additional access points to the information available on the CD in comparison to available print products?

° Is it a user-friendly product, in terms of menus, help screens, a comprehensible command language, etc.? Are the graphics of high quality?

° Is there printed documentation sold with the product? Will it prove to be useful as a manual for users?

° Is the indexing of high quality?

° Will the CD product in fact make a unique contribution to the collection? In particular, is it a unique resource providing access to Canadian materials?

° Are there preservation benefits to be gained by acquiring the CD format? (e.g. Is it a more permanent medium,? Would we be able to retire some print Canadiana to the Preservation Collection?)

In terms of cost analysis, it will be necessary to consider the following costs:

CD-ROM product

° one-time cost of product OR initial subscription costs
° annual subscription costs
° costs to obtain backrun (if applicable)
° equipment acquisition and maintenance costs
° stafftime costs to configure new prods.
° training costs

Print equivalent

° one-time cost of product ("single order") OR annual subscription costs
° replacement costs (if incomplete backrun)

Online equivalent

° one-time system fee OR annual system subscription fees
° database charges
° telecommunications costs
° equipment acquisition and maintenance costs
° documentation costs
° training costs (fees and stafftime)

COMPUTER-ASSISTED INFORMATION SERVICES COMMITTEE
GUIDELINES FOR CANCELLING PRINTED VERSIONS OF REFERENCE SOURCES
WHEN COMPUTERIZED ACCESS IS AVAILABLE

Often databases online and on CD-ROM will duplicate or nearly duplicate a printed reference resource held by the Library. In these instances, units holding online or optical disk as well as the printed version should examine the print version to determine if cancellation of a subscription or withdrawal of a monographic title is indicated. Since many factors need to be considered prior to suggesting cancellation or withdrawal, the Computer-Assisted Information Services Committee has compiled the following guidelines for the evaluation of printed reference resources when computerized access is available.

1. Evaluate subscriptions and monographic titles on a title-by-title basis.

2. Balance the cost of purchase and maintenance of the print title with user need for a printed version and with the type and level of use anticipated for the computerized version.

3. Weigh the currency of the online and/or CD-ROM against the currency of the print.

4. Does the print resource frequently have simultaneous users? Currently most CD-ROM and online resources can have only one user at a time.

5. Are multiple copies of the print or computerized version of the title available on Grounds?

6. What are the priorities for the space occupied by the printed version? How much space does the computer hardware require?

7. Are the contents of the printed version identical to those of the online or CD-ROM version?

8. How accessible does the title need to be? Print materials are available whenever the Library is open, but some computerized versions are not. Moreover, fees are charged for some online resources, putting them beyond the reach of some users.

A listing of all online and optical disk systems currently in use in libraries at the University is available in each library. Since all library units may not have sufficient knowledge of the contents and currency of the computerized versions of reference resources to be able to effectively evaluate them, the CAISC would be happy to provide this information upon request. Also, as additional online and optical disk databases become available in the University Library, the CAISC will attempt to notify units holding printed versions of titles included on the databases.

February 1988

DATABASES

CD-ROM

CD-ROM stands for Compact Disk - Read Only Memory. The disks look the same as those used for music, but these disks contain the equivalent of hundreds of thousands of pages of information. It is the technology used in the following systems.

CENTRAL REFERENCE DEPARTMENT

5. Name: **InfoTrac.**
   Purpose: To provide subject access to over 1200 journals and general magazines. Subject coverage includes current affairs, popular topics, and business.
   Place: Main Library, Central Reference Department.
   Hours: When the Library is open.
   Help: Directions are on the terminals and on the keyboards and screens. Ask at the reference desk for additonal assistance.
   Features: Easy to use. The user may type in the terms wanted, view references, and print selected items. The system includes over 500,000 citations to articles.

6. Name: **ERIC on Compact Disc.**
   Purpose: Provides access to journals and research reports in the Educational Resources Information Center bibliography.
   Place: Main Library, Central Reference Department.
   Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
   Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
   Features: Generally equivalent to well-known paper indexes: Resources in Education (from 1966 to the present) and Current Index to Journals in Education (from 1969 to the present). Use the Thesaurus of ERIC Descriptors to find subject terms for searching. Two or more terms can be combined to focus a search. Citations can be printed off or downloaded to a diskette.

7. Name: **PsycLit.**
   Purpose: Provides access to journals from the international index Psychological Abstracts (from 1974 to the present).
   Place: Main Library, Central Reference Department.
   Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
   Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
   Features: Use the Thesaurus of Psychological Index Terms as a guide to subjects. Two or more terms can be combined to focus a search. Searching can be limited by human or animal studies, language, date, etc. Citations can be printed off or downloaded to a diskette.

BEST COPY AVAILABLE

8. Name: **Compact Disclosure.**
   Purpose: To provide management, financial, and stockholder information extracted from the Annual Report to Shareholders, 10-K Report, and other filings of public corporations.
   Place: Main Library, Central Reference Department.
   Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
   Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
   Features: Covers over 12,000 companies. Records of one particular company can be retrieved. Or, several variables, i.e., geographical area, and type of business, can be combined in one search. Data can also be aggregated by industry. The results can be printed off or downloaded to a diskette. Covers from 1968 to the present.

9. Name: **CIRR on Disc.**
   Purpose: To provide descriptions from Corporate and Industry Research Reports of analytical industry and company reports published by Wall Street investment and securities specialists.
   Place: Main Library, Central Reference Department.
   Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
   Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
   Purpose: Indexes over 100,000 reports with 25,000 new entries being added every year. Indexes 500 industry specific periodicals. Useful for industry and company analysis. Full text of reports are available on microfiche. Citations can be printed off or downloaded to a diskette. Covers from 1979 to the present.

10. Name: **Dissertation Abstracts Ondisc.**
    Purpose: To provide information on doctoral dissertations and some masters theses completed at accredited North American colleges and universities.
    Place: Main Library, Central Reference Department.
    Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
    Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
    Features: Contains bibliographic citations and abstracts of dissertations and some masters theses. Can be searched by author, title, subject, school, etc. Citations can be printed off or downloaded to a diskette. Covers from 1861 to the present.

11. Name: **Sociofile on Compact Disc.**
    Purpose: To provide access to journal articles indexed in Sociological Abstracts and to dissertations in sociology from Dissertation Abstracts International.
    Place: Main Library, Central Reference Department.
    Hours: When the staff is present in Central Reference. Users may sign up for one half-hour session per day. Sign-up sheets are at the work station.
    Help: Follow the instructions on the screen. Printed guides are available at the work station. Ask at the reference desk for additional assistance.
    Features: The Sociological Abstracts Thesaurus of Sociological Indexing Terms can be used as a guide to subjects. The database can be searched using the classification codes found in Sociological Abstracts. Two or more terms can be combined to focus a search. Citations can be printed off or downloaded.

CD Databases Available at UC Davis Libraries

Dept:	Database	Years	Vendor
Bio/ag	Acid Rain		NAL (Canadian Gov't Docs)
Bio/ag	Acquaculture I		NAL
Bio/ag	Agricola		SilverPlatter
Bio/ag	Aquatic Sciences and Fisheries Abstracts (ASFA)		Compact Cambridge????
Bio/Ag	CAB International Abstracts		Silver Platter
Bio/ag	Cambridge LifeSciences		Compact Cambridge
Bio/ag	Food, Agriculture and Science Database		NAL
Bio/ag	National CD -ROM Sampler: an Extension Reference Library		NAL
Bio/ag	SciCiteindex-Test		ISI
Bio/ag	Wildlife and Fisheries Worldwide Database		National Information Services Corporation
Gov/docs	Bureau of the Census Test Disc No. 2		Dbase????
Gov/docs	GPO Monthly Catalog		SilverPlatter
Gov/docs	NTIS		SilverPlatter
Gov/docs	United Nations Docs?????		????
GovDocs	City and County Data Book		US Census Bureau
GovDocs	National Trade Databank		US Bureau of Economic Analysis
GovDocs	Toxic Release Inventory		EPA

CD Databases Available at UC Davis Libraries

Dept:	Database	Years	Vendor
H/SS	Compustat		Standard and Poors
H/SS	ERIC		Silverplatter
H/SS	Psychlit		Silverplatter
H/SS	Social Sciences Citation Index		ISI
H/SS	Sociofile		Silverplatter
HSL	Agricola		SilverPlatter
HSL	AIDS		Medical Publishing Group
HSL	Cambridge LifeSciences		Compact Cambridge
PSL	Climatedata		US West Optical Publishing (Dialoglink)
PSL	Hydrodata		US West Optical Publishing (Dialoglink)
PSL	MathSci		Silver Platter
PSL	NTIS		DIALOG
PSL	Selected Water Resources Abstacts (SWRA)		National Information Services Corporation
Systems	Public Domain Grab Bag		ALDE

CD Databases Available at UC Davis Libraries

Dept:	Database	Years	Vendor
H/SS	Compustat		Standard and Poors
H/SS	ERIC		Silverplatter
H/SS	Psychlit		Silverplatter
H/SS	Social Sciences Citation Index		ISI
H/SS	Sociofile		Silverplatter
HSL	Agricola		SilverPlatter
HSL	AIDS		Medical Publishing Group
HSL	Cambridge LifeSciences		Compact Cambridge
PSL	Climatedata		US West Optical Publishing (Dialoglink)
PSL	Hydrodata		US West Optical Publishing (Dialoglink)
PSL	MathSci		Silver Platter
PSL	NTIS		DIALOG
PSL	Selected Water Resources Abstacts (SWRA)		National Information Services Corporation
Systems	Public Domain Grab Bag		ALDE

MAIN LIBRARY CD-ROM LAB

The CD-ROM Lab, located in the Reference Room on the second floor of the Main Library, provides access to the following databases:

Applied Science & Technology (October 1983 - present)
Contains about 272,000 citations to articles, book reviews, interviews, new product reviews and selected letters to the editor in 336 English-language periodicals. Covers aeronautics and space science, chemistry, computer science, construction industry, electric and electronics industry, energy resources and research, fire prevention, food industry, geology, machinery, mathematics, metallurgy, oceanography, physics, plastics, textiles, transportation and all engineering fields. Corresponds to printed *Applied Science & Technology Index* [Index Table 9B].

ERIC (1966 - present)
ERIC (Educational Resources Information Center) contains more than 660,000 citations and corresponds to two printed indexes [Index Table 3B]: *Resources in Education*, which identifies the most significant and timely education research reports; and *Current Index to Journals in Education*, and index of more than 700 periodicals covering all aspects of education.

General Science Index (May 1984 - present)
Contains over 144,000 citations to articles and book reviews in more than 111 English-language periodicals in the sciences. Covers astronomy, atmospheric science, biology, botany, chemistry, conservation, and environment, earth sciences, food and nutrition, genetics, health and medicine, mathematics, microbiology, oceanography, physics, physiology and zoology. Corresponds to the printed index *General Science Index* [Index Table 8A].

Humanities Index (February 1984 - present)
Contains over 113,000 citations to periodical articles and book reviews published in over 295 journal titles. Among the subjects included are theology, religion, performing arts, visual arts, literary and political criticism, language and literature, philosophy, history, folklore, classical studies and archaeology. Corresponds to the printed index *Humanities Index* [Index Table 4A].

MLA International Bibliography (January 1981 - present)
Contains over 251,000 citations to descriptive literature and current scholarship in linguistics, modern languages, literature and folklore. Contains bibliographic data for documents published in all modern languages. Some 3,000 journals and series as well as monographs and book collections are covered. Corresponds to the printed index *MLA Bibliography* [Index Table 5A].

Psychological Abstracts (1974 - present)
Includes over 340,000 citations and abstracts of international journal articles in psychology and related disciplines. The database covers over 1,000 journals, representing professional and scientific literature from over 50 countries. Corresponds to the printed index *Psychological Abstracts* [Index Table 1A].

Public Affairs Information Service (PAIS) (1972 - present)
Provides indexing to public policy literature on many subjects, particularly business, economics and government, in all formats (books, periodical articles, government documents, reports of public and private agencies and companies, etc. Covers material published in English, French, German, Italian, Portuguese, and Spanish published worldwide. Corresponds to the print editions *PAIS Bulletin* [Index Table 3B] for English language material, and the *PAIS Foreign Language Index* [Index Table 3B] for non-English language material.

Social Sciences Index (April 1983 - present)
Contains over 164,000 citations to articles and books reviews in over 300 English-language periodicals. Covers material in anthropology, economics, environmental sciences, geography, law and criminology, planning and public administration, political science, psychology, social aspects of medicine, sociology, and international relations. Corresponds to the printed index *Social Sciences Index* [Index Table 1B].

U.S. Government Publications (July 1976 - present)
Contains bibliographic citations to documents published by Federal Government agencies, including books, reports, studies, serials and maps, covering a wide range of topics. It corresponds to the printed index *Monthly Catalog of U.S. Government Publications* and includes the Periodicals and U.S. Congressional Serial Set supplements.

Reference Department 2/26/90

SELF-SERVICE COMPUTER DATABASES AT UCSD

(Social Sciences and Humanities)

The following computer databases are available at self-service workstations, either at Central University Library (CUL), the Undergraduate Library, or the IR/PS Library. Using Compact Disc (CD-ROM) storage technology, they may be used to search at one time through many years of research literature, looking for either very broad or very focused topics, and printing out bibliographies. There is no charge for their use.

REF=CUL Reference; **DOCS**=CUL Documents Department;
IRPS=International Relations & Pacific Studies;
UGL=Undergraduate Library

ERIC (Educational Resources Information Clearinghouse (REF)
All aspects of educational research and resources, from pre-school to graduate school, including child development, learning behavior, classroom techniques, curriculum, educational administration, and associated social context of the schools. Citations and abstracts from 775 journals per year; also about 35,000 unpublished documents listed annually. **(1966 - present)**

GENERAL SCIENCES INDEX (UGL)
Covers about 100 English language general science periodicals in the U.S. Includes astronomy, atmospheric science, biology, botany, chemistry, earth science, environment and conservation, nutrition, genetics, mathematics, medicine, microbiology, oceanography, physics, physiology and zoology. **(1984 - present)**

GPO MONTHLY CATALOG (Government Printing Office) (DOCS)
Indexes publications of the U.S. Federal Government, including government agencies and their departments, as well as the Congress and its committees and subcommittees. **(1976 - present)**

HUMANITIES INDEX (UGL)
Covers an international list of 345 English-language periodicals in the humanities -- art, archeology, classical studies, dance, drama, film, folklore, history, journalism and communications, language, literature, music, performing arts, philosophy, photography and religion. **(1984 - present)**

NEWSBANK ELECTRONIC INDEX **(UGL)**
Complete index to the microfiche NewsBank Reference Library, a microfiche "clipping service" of more than one million articles from U.S. regional newspapers. Subjects include environment, health, law, international affairs, consumer issues, business, government, politics, and the arts. The microfiche article files are maintained at both CUL and UGL. **(1980 - present)**

PAIS INTERNATIONAL (Public Affairs Information Service) **(IRPS)**
English-language periodicals, monographs worldwide; also French, German, Italian, Portuguese, Spanish. Focus is public policy and public affairs -- business, law, legislation, government, international relations, public administration, banking and finance, health, environment, education. **(1972 - present)**

PSYC-LIT (Psychological Abstracts) **(REF)**
Abstracts the world's journal literature on psychology and related fields -- experimental, developmental, communication, social processes and issues, personality, psychological disorders, applied and educational psychology; also behavioral literature in related fields such as law and business. Covers over 1300 periodicals. **(1974 - present)**

SOCIAL SCIENCES INDEX **(UGL)**
Lists articles in all areas of social sciences, from 350 English-language journals. Covers anthropology, ethnic studies, economics, environment, geography, health, law and criminology, public administration, political science, psychology, sociology, urban studies and women's studies. **(1984 - present)**

SOCIOFILE (Sociological Abstracts) **(REF)**
World's journal literature in sociology and related disciplines. Includes methodology, social psychology, culture and social structure, mass phenomena, social change, economic development, rural and urban society, social welfare, demography, poverty, violence, feminism, Marxism, and sociology of arts, education, religion, medicine and science. **(1976 - present)**

STATISTICAL MASTERFILE **(DOCS -- On Order)**
Indexes and abstracts statistical publications from the U.S. and worldwide. Cumulates three files: (1) American Statistics Index, publications of 500 U.S. federal agencies; (2) Statistical Reference Index, from 1000 associations and institutes, state government agencies, businesses and commercial publishers, and independent research centers; (3) Index to International Statistics, from 95 mmmmmagor international and intergovernmental organizations. **(1990 - present)**

Elliot Kanter
May, 1990

CD-ROM DATABASES IN THE UCSB LIBRARY

Titles are arranged alphabetically followed by the dates each database covers and the department in which the discs are located. Some of these files are bibliographic (indexing citations to information sources) while others are data files (providing raw data in specified areas). Additional highly-specialized imagery and data CDs not listed here are in the Maps and Imagery Lab.

For the most complete and current information on CD-ROM subscriptions in your research subject, consult a staff member at the appropriate library service desk (Arts/Music, Government Publications, Maps and Imagery, Reference, or Sciences/Engineering).

AQUATIC SCIENCES AND FISHERIES ABSTRACTS (1987 to date) Sciences-Engineering Library

Contains citations with abstracts to worldwide literature on marine, brackish, and freshwater science and technology, including aquaculture, aquatic biology, all forms of oceanography, coastal zone management, limnology, ocean engineering, ocean resources, and water pollution among others. Corresponds to the printed Aquatic Sciences and Fisheries Abstracts, Part 1: Biological Sciences and Living Resources; Part 2: Ocean Technology and Non-Living Resources; Part 3: Aquatic Pollution and Environmental Quality; ASFA Aquaculture Abstracts; and ASFA Marine Biotechnology Abstracts.

ART INDEX (1984 to date) Arts Library

Contains citations to articles in app. 225 periodicals, yearbooks, and museum bulletins in the fields of archaeology, architecture, art history, city planning, crafts, landscape architecture, film, fine arts, folk art, graphic arts, industrial design, interior design, and photography. Indexes art book reviews, art reproductions, exhibition reviews. Some access is given to non-art material through multidisciplinary journals (e.g., articles on rock, pop, and classical music). Corresponds to the printed Art Index and to the Art Index Online database.

CD MUSIC GUIDE (1990 to date) Music Library

Contains the Wayne Green Enterprises (WGE) catalog of compact music disks on a single CD-ROM. Lists music reviews, has a gallery of images, includes articles about various CDs, music samplers, and gives performance and sound quality ratings of discs.

COMPENDEX PLUS (1985 to date) Sciences-Engineering Library

Contains citations with abstracts to the worldwide literature in all forms of engineering, including journal articles and conference papers in civil, chemical, computer, environmental, electrical, mechanical, and transportation engineering, materials engineering, and biotechnology. Corresponds to Engineering Index Monthly and Engineering Index Annual.

CONGRESSIONAL MASTERFILE 2 (1990 to date) Government Publications

Contains citations, with abstracts, to Congressional publications, including documents, hearings, reports, prints, and legislative histories of public laws. Covers a broad range of subjects of interest to the Congress in its oversight, investigatory, and legislative activities, including areas of commerce, labor, economics, technology, health, education, welfare, defense, energy, conservation, and transportation. Records of hearings contain abstracts of testimony given by individual or groups of witnesses. Corresponds to the CIS/Index to Publications of the U.S. Congress and to the CIS/INDEX Online database.

COUNTY AND CITY DATA BOOK (1988) Government Publications

Contains demographic, economic, and governmental data from federal agencies and private organizations. Covers land area, populations, households, vital statistics, health, crime, education, income, labor force, and, for cities: form of government, Moody's bond rating, climate, and residential energy consumption. Corresponds to County and City Data Book, 1988.

DISSERTATION ABSTRACTS (1861 to date) Main Reference

Contains citations (with abstracts since 1980) to dissertations accepted for doctoral degrees by accredited U.S. educational institutions and over 200 non-U.S. institutions. Also contains citations (with abstracts since 1988) to masters' theses corresponding to the coverage in Masters Abstracts. Corresponds to printed Dissertation Abstracts International, American Doctoral Dissertations, and Comprehensive Dissertation Index, as well as to the Dissertation Abstracts Online database.

DMSP SSM/I BRIGHTNESS TEMPERATURE GRIDS FOR THE POLAR REGIONS (1987 - 1988) Maps and Imagery

You must know IMDISP to use this data file on brightness temperatures for the polar oceanic regions.

EARTHQUAKE DIGITAL DATA (1980 - 1985) Maps and Imagery

Gives data on seismologic activity of magnitude greater than 5.5 for various regions on earth.

ERIC (1966 to date) Main Reference

Contains citations with abstracts to both the journal and report literature in the field of education and education-related areas. Covers career, adult, vocational, technical, and teacher education; education of the handicapped, disadvantaged, and gifted; early childhood education; junior colleges and higher education; reading and communication skills; languages and linguistics; education management; counselling and personnel services; information resources; urban education; rural education and small schools; science, mathematics, and environment; social studies and social sciences, and tests, measurement, and evaluation. Journal literature corresponds to Current Index to Journals in Education (CIJE); report literature corresponds to Resources in Education (RIE). Also corresponds to the ERIC Online database.

FEDSTAT/TIGER (1980s) Maps and Imagery

Contains demographic and economic data from the U.S. Census (FEDSTAT) as well as 1:100,00 scale planimetric data (TIGER) and compressed data for the U.S. (FEDSTAT only) and northern and southern California (TIGER only).

GEOPHYSICS OF NORTH AMERICA (dates covered vary) Maps and Imagery

Contains data on topography, DNAG magnetics, MAGSAT magnetics, DNAG gravity, isostatic gravity (U.S. only), satellite imagery (summer and fall) for various time periods within North America.

GLOBAL HYPOCENTER DATA BASE (2100 B.C. to 1988) Maps and Imagery

Gives seismologic parameter data of various world regions for more than 438,000 tremors.

GPO ON SILVERPLATTER (1976 to date) Government Publications

Contains citations to publications issued by U.S. government agencies, including the U.S. Congress. Includes studies, fact sheets, maps, handbooks, subject bibliographies, and conference proceedings. Covers agriculture, economics, energy, public affairs, taxation, law, health, consumer issues, and the environment. Corresponds to Month Catalog of United States Government Publications and to the GPO Monthly Catalog Online database.

LIFE SCIENCES COLLECTION (1984 to date) Sciences-Engineering Library

Contains citations with abstracts to literature in a wide range of life sciences topics. Corresponds to the printed publications: Animal Behavior Abstracts; Biochemistry Abstracts I: Biological Membranes, II: Nucleic Acids, III: Amino Acids, Peptides and Proteins; Biotechnology Research Abstracts; Calcified Tissue Abstracts; Chemoreception Abstracts; Ecology Abstracts; Endocrinology Abstracts; Genetics Abstracts; Immunology Abstracts; Marine Biotechnology Abstracts; Microbiology Abstracts A: Industrial and Applied Microbiology, B: Bacteriology, C: Algoiogy, Mycology, and Protozoology; Neurosciences Abstracts; Oncogenes and Growth Factors; Toxicology Abstracts; and Virology and AIDS Abstracts.

MARINE GEOLOGICAL AND GEOPHYSICAL DATA FROM THE DEEP SEA DRILLING PROJECT (1968 - 1987) Maps and Imagery

Volume 1 is Sediment/hardrock and reference data files; volume 2 is Downhole logging and underway geophysics data. Area covered is selected world oceans.

MLA INTERNATIONAL BIBLIOGRAPHY (1981 to date) Main Reference

Contains citations to the theoretical and descriptive literature in linguistics, modern languages, literature, and folklore. Provides information on comparative and historical linguistics, specific languages, and other communicative behavior. Covers English, American, European, Asian, African, and Latin American literature and folklore. Corresponds to MLA International Bibliography of Books and Articles on the Modern Languages and Literature and to the MLA Bibliography Online database.

University of Florida
LIBRARIES

BUSINESS BRIEF No.2
Revised October 1989

Peter McKay
Business Librarian

BUSINESS INDEXES AND ABSTRACTS

This guide covers the major indexes where citations to business information can be found. All are located in the Business Reference area or at workstations on the first floor of Library West unless noted otherwise. The Library owns many but not all, of the periodicals indexed. To find a particular title's call number and location perform a title search in **LUIS,** the online catalog. Most business periodicals are on the third floor in Library West.

INFOTRAC. updated and cumulated monthly. InfoTrac is a computerized index that contains references to articles from over 1100 journals concentrating on business, management, social sciences and humanities journals with more limited coverage of general interest magazines (the Library holds 74% of the titles indexed). The references cover from 1985 to the present including the most current 60 days of indexing to The Wall Street Journal and The New York Times. InfoTrac incorporates the Management Contents database which contains abstracts for approximately 150 business, management and computer science journals.

ABI/INFORM Ondisc. monthly. ABI/INFORM indexes and abstracts articles from more than 800 business and management journals containing information on finance, management, marketing, accounting, taxation, insurance, real estate, business conditions and many other business topics. Company, product, and industry information may also be found but this kind of business information is not empasized. The monthly subscription covers the most recent five years. The library plans to acquire the two retrospective discs for the years 1971-1980 and 1981-1986. For further information and details on how to search **ABI/INFORM** consult **Business Brief #6**.

BUSINESS PERIODICALS INDEX (Z7164.C81 B9). monthly. Perhaps the most basic business index, **BPI** covers the full spectrum of business journals from news sources like Business Week to trade journals such as Aviation Week & Space Technology as well as scholarly literature like The Journal of Finance. It is a straightforward subject index with extensive cross references. Companies, industries, and specific products may all be looked up by name.

PREDICASTS F & S INDEX UNITED STATES (Z7165.U5 F23). weekly, with monthly, quarterly, and annual cumulations. This source benefits the user through its unusual arrangement as well as its extensive coverage of over 750 business titles. Information is listed in two ways: by 1) Standard Industrial Classification (SIC) number, and 2) Company name. The SIC indexing allows for information on products and industries to be grouped together. The strength of this index lies in its thorough coverage of industry, trade, and financial journals. The Wall Street Journal and the business section of The New York Times are also included. For coverage of Europe and the rest of the world consult **PREDICASTS F & S INDEX EUROPE (Z7165.E8 F12)** and **PREDICASTS F & S INDEX INTERNATIONAL (Z7164.C81 F13)**.

THE WALL STREET JOURNAL INDEX (HG1 .W26). monthly. This is a complete, annotated index to The Wall Street Journal (WSJ) and Barron's National Business and Financial Weekly. The **WSJ** portion of the index is divided into two parts: corporate news and general news.

WALL STREET JOURNAL ABSTRACTS. Monthly. This is the compact disk version of the The Wall Street Journal Index. It is computer-searchable using the same commands used for ABI/INFORM. Coverage begins in January 1985.

BUSINESS NEWSBANK (HF5001 .B89). monthly. This index is available both in print and on CD-ROM. It provides access to articles about companies, industries, products, and personnel in hundreds of local and regional newspapers across the United States. A geographic index allows the user to locate business news by place of interest. The microfiche collection of full text articles is in the Microtext Room on the third floor, Library West.

PROMT (HD9650.1 P16). monthly. This is a sister publication of Predicasts F & S Indexes, that offers the advantage of informative abstracts of the articles selected. Many of the abstracts contain pertinent statistical information. Coverage of companies, industries, and products is worldwide.

In addition to the sources listed above many general and source-specific indexes provide citations to extensive business information. The **Readers' Guide to Periodical Literature** covers a broad range of general interest magazines and journals. Two major newspaper indexes with good business coverage are **The New York Times Index** and the **Official Washington Post Index.** Focusing on public policy literature, **Public Affairs Information Service Bulletin (PAIS)** indexes a variety of sources including selected journal articles, domestic and foreign government documents, pamphlets, books, and public and private reports. **PAIS on CD-ROM** is the compact disk version All of these indexes are located near the information desk.

The sources listed in this guide make up only a portion of the indexes and abstracts that may be relevant for business researchers. Among those omitted are the specialized subject indexes like the **Journal of Economic Literature** for economics and **Accountants Index** for accounting

river campus libraries

University of Rochester

CD-ROM Subscriptions

RUSH RHEES LIBRARY - REFERENCE DEPARTMENT (1st floor)

Academic Index
Covers all subjects in selected scholarly and general interest journals, 1988-date. Excellent for undergraduate assignments.

British Library Catalog
Indexes 8.5 million pre-1975 volumes held by the British Museum and other British government libraries.

Dissertation Abstracts
Index to doctoral dissertations. Covers 1861-date, with abstracts included 1981-date.

ERIC (Educational Resources Information Center)
Primary database for education and related fields, 1966-date.

Education Library
Indexes 500,000+ books, dissertations etc. in education and related fields, 1600-date. A subset of the OCLC database.

MLA (Modern Language Association) Bibliography
Primary database for the literatures of all languages, and for linguistics, literary theory, and folklore, 1981-date.

Newsbank Electronic Index
Indexes 1,000,000 articles from 500 U.S. newspapers, 1981-date. The complete text of each article is in a library microfiche collection.

Oxford English Dictionary
Most comprehensive dictionary and etymological source.

PAIS (Public Affairs Information Service)
Primary database for public policy questions, 1972-date.

PsycLIT (Psychological Abstracts)
Primary database for psychology and important for all behavioral sciences, 1974-date.

Social Science Citation Index
Comprehensive social science database covering recent articles in 4700 journals, 1986-date.

Sociofile (Sociological Abstracts)
Primary database for sociology, 1974-date, and for social policy and planning topics, 1980-date.

RUSH RHEES LIBRARY - MANAGEMENT LIBRARY (3d floor)

ABI/Inform
Primary database abstracting business and economics journals, most recent 5 years.

American Business Disk
Directory of 9.3 million U.S. businesses, from the Yellow Pages of over 4800 current telephone directories.

CD Corporate
Information on 10,000 publicly traded U.S. companies and on many industries and products.

Consu/Stats I
U.S. Consumer Expenditure Survey, 1972-73 and 1984.

Econ/Stats I
U.S. economic statistics, 1913-date.

Laser Disclosure
Full text of documents filed with S.E.C. (10-Ks, annual reports etc.) by 8000+ publicly traded companies.

Microsoft Small Business Consultant
Detailed advisory material and government regulations of practical value to executives and business owners.

RUSH RHEES LIBRARY - ACQUISITIONS DEPARTMENT (ask at Reference desk)

Books in Print Plus
Standard guide to U.S. books available for purchase or forthcoming.

Ulrich's Plus
Standard guide to currently published periodicals.

RUSH RHEES LIBRARY - COMPUTING AND RESERVE LIBRARY (ground floor)

Academic American Encyclopedia
Standard encyclopedia on CD-ROM.

Apple Science CD, v.
Science, mathematics images/notes/software for Macintosh

BMUG PD ROM, Educorp 4.0, Club MAC, Boston Computer Society
Public domain software collections for Macintosh.

Computer Library
Full text of 10 major computer journals, 123 more abstracted; most recent 12 months.

RUSH RHEES LIBRARY - COMPUTING AND RESERVE LIBRARY (ground floor) (cont.)

Computers
Index to 200,000+ books, journals, dissertations, etc. on computers and communications, to 1988. A subset of the OCLC database.

Microsoft Bookshelf
10 major reference books useful to writers, such as a dictionary, almanac, style manual, quotations guide, ZIP code directory, etc.

Microsoft Programmers Library
Documentation and sample code for Microsoft versions of C, Pascal, Forth, MS-DOS, OS/2, Windows, Micro Assembler, etc.

Microsoft Statpack
Selected statistics collected by the U.S. Government, 1985-87.

PC-SIG Software Library, Alde Blue Sail, Alde PDSW8810, Alde Grab Bag, SelectWare MS-DOS Collection
Public domain software collections for IBM and compatibles.

RUSH RHEES LIBRARY - ART LIBRARY (ground floor)

Art Index
Primary database for the visual arts and architecture, 1984-date.

RUSH RHEES LIBRARY - DOCUMENTS SECTION (2d floor)

Congressional Masterfile2
Index to U.S. Congress activities (documents, hearings, reports, legislative histories), 1970-date.

County and City Data Book, 1988
Statistics on U.S. states, counties, cities 1980-1988.

GPO Monthly Catalog
Primary database of U.S. Government publications, 1976-date.

Statistical Masterfile
Index to sources of statistical data, U.S., state, local, privately produced, and international, 1989-date.

1982 Economic Censuses (Test Disk #2)
U.S. Census Bureau statistics on retail trade and agriculture.

1987 Economic Censuses
U.S. Census Bureau statistics on trade, industry, manufacturing, and services.

CARLSON LIBRARY - REFERENCE AREA (1st floor)

Applied Science and Technology Index
Indexes articles, product reviews etc. in 336 English language journals in the applied sciences and technology, 1983-date.

Books in Print Plus
Standard guide to U.S. books available for purchase or forthcoming.

Cambridge Life Sciences Collection
Indexes and abstracts worldwide life sciences literature, 1986-date.

Compendex Plus (Engineering Index)
Primary database for engineering and technology literature worldwide, 1986-date.

Earth Sciences
Indexes books, journals, dissertations etc. on all earth science topics, 1975-date.
A subset of the OCLC database.

MathSci
Primary database for mathematics and mathematical applications in other disciplines, 1981-date.

Science Citation Index
Primary database for citations to articles in 3300 science journals, 1985-date.

Ulrich's Plus
Standard guide to currently published periodicals.

MEMORIAL ART GALLERY LIBRARY

Art Index
Primary database for the visual arts and architecture, 1984-date.

EDWARD G. MINER MEDICAL LIBRARY (University personnel only)

CD+ Medline
Primary database for medicine and related disciplines, 1985-date.

DR
8/30/90

CD-ROM Databases in the UT-Austin General Libraries

CD-ROMs (Compact Disc-Read Only Memory) are available on microcomputers throughout the UT library system. These workstations may be used free of charge, on a first come-first served basis, and users are asked to observe a time limit (30 minutes in PCL, varies in other libraries).

NAME	SUBJECT	LIBRARY
ABI/Inform latest 5 years	business, economics, management accounting, finance, industry	PCL Ref station #2
Academic Index irregular coverage of the '80s	social sciences and humanities	UGL Ref Law
Applied Science and Technology Index 1972-present	engineering, science, technology	Engineering
CASSIS (Classification and Search Support Information System) 1790-present	U.S. patent information-patent numbers and categories	Engineering
COMPENDEX PLUS 1969-present	all fields in engineering, indexes conference proceedings	Engineering
CINAHL (Current Index to Nursing and Allied Health) 1983-present	nursing and allied health	PCL Ref station #6
Delaware Corporation Law	corporation law of the state of Delaware	Law
ERIC 1983-present 1976-1982, backfile 1966-1975, backfile	education, library and information science	PCL Ref station #3, #5
General Periodicals Index (InfoTrac) latest 5 years	business, social sciences, humanities, general interest	PCL Ref station #5 #6, #7, #8
Legal Trac 1980-present	law	Law
Matthew Bender Federal Income Tax		Law

Reference Services Department -General Libraries -University of Texas at Austin , April 1990

MedLine 1983-present	medicine, nursing, dentistry	Life Science
MLA Bibliography (Modern Languages Association) 1981-present	modern languages, folklore, literary criticism,and linguistics	PCL Ref station #9
NEWSBANK 1982-present	newspaper articles of general interest in business, current events, performing arts, fine arts	UGL Ref
PAIS (Public Affairs Info. Service) 1972-present	administration, government, public affairs, political science, social work	PCL Ref station #1
PSYCLIT 1983-present 1974-1982, backfile	psychology	PCL Ref station #4, #6
Reader's Guide to Periodical Literature 1983-present	general interest	UGL Ref
Texas Attorneys General Opinions irreg. coverage through 1986	selected coverage of opinions of the Texas Attorneys General	Law
Texas Education Encyclopedia up to spring 1987	administrative code, education code, TASE policy guide, HB 72 ency., curriculum docs.,TEA Bulletin, directories, financial docs	Law
WESTLAW Bankruptcy Library Full-text Database	bankruptcy law	Law
WESTLAW Federal Law Library Full-text Database	U.S. federal court decisions	Law
WESTLAW Government Contracts Library Full-text Database	government contracts law	Law
WESTLAW Taxation Library Full-text Database	taxation law	Law

Also: NTIS - Engineering Library

Social Science Index - Undergraduate Library

CD-ROM DATABASES
THE JEAN AND ALEXANDER HEARD LIBRARY
VANDERBILT UNVERSITY

ALPHABETICAL LIST

ABI/INFORM Ondisc, University Microfilms; 1983- , updated monthly. --Management Library

Applied Science & Technology Index, H. W. Wilson Co.; October 1983- , updated quarterly. --Science Library

Art Index, H. W. Wilson Co.; September 1984- , updated quarterly. --Arts Library

Biological Abstracts on Compact Disc, SilverPlatter; 1990- , updated quarterly. --Science Library (sample disc), Medical Library (on order)

Books in Print Plus, R. R. Bowker; updated quarterly. --Central Reference

British Library General Catalogue of Printed Books to 1975, Chadwyck-Healey; 1990. --Central Reference (on order)

Business Dateline, UMI/Data Courier; January 1988- , updated monthly. --Management Library

Business Periodicals Index, H. W. Wilson Co.; June 1982- , updated quarterly. --Management Library

Cancer-CD, SilverPlatter; 1983- , updated quarterly. --Medical Library (on order)

CASSIS/CD-ROM, U. S. Patent & Trademark Office. --Science Library

CCAT CD-ROM Text Sampler (includes the following: PHI Latin Texts, CCAT Biblical Materials, and Duke Databank of Documentary Papyri), Center for Computer Analysis of Texts, University of Pennsylvania, 1988- . --Divinity Library

CD/Banking (Commercial Banks), Lotus One Source; updated quarterly. --Management Library

CD/Corporate, Lotus One Source; updated monthly. --Management Library

The CD-ROM Sourcedisc, DDRI; 1988. --Library Systems

Census Test Disk No. 1, U. S. Bureau of Census. --Central Documents

Census Test Disk No. 2, U. S. Bureau of Census. --Central Documents

Compact Cambridge/Life Sciences Collection, Cambridge Scientific Abstracts; 1982- , updated quarterly. --Science Library

COMPACT LIBRARY: AIDS, The Medical Publishing Group; 1988- , updated quarterly. --Medical Library

CCIS (Computerized Clinical Information System), Micromedex Inc; 1985- ; updated quarterly. --Science Library (on trial)

County and City Data Book 1988, U. S. Bureau of the Census; 1989. --Central Documents and Law Library.

Dissertation Abstracts Ondisc, University Microfilms; 1861- , updated annually. --Central Reference and Education Library.

Earth Sciences, OCLC; updated quarterly. --Science Library

ERIC, SilverPlatter; 1966- , updated quarterly. --Education Library

Essay and General Literature Index, H. W. Wilson Co.; January 1985- , updated annually. --Central Reference

General Periodicals Index, Information Access Co.; 1982- , updated monthly. --Law Library

Geophysics of North America, National Geophysical Data Center, National Oceanic Atmospheric Administration; 1989. --Science Library

GPO Monthly Catalog, OCLC; 1976- , updated bimonthly. --Science Library

GPO on SilverPlatter, SilverPlatter; 1976- , updated bimonthly. --Central Documents, Education Library, and Law Library

HealthPLAN-CD, SilverPlatter; 1975- , updated quarterly. --Medical Library

International Encyclopedia of Education on CD-ROM, Pergamon Press; 1985. --Education Library (on order)

LegalTrac, Information Access Co.; 1980- , updated monthly.

MathSci Disc, SilverPlatter; 1985- , updated semiannually. --Science Library

MEDLINE, SilverPlatter; 1983- , updated monthly. --Medical Library

Microsoft Bookshelf, Microsoft Corporation, 1987. --Law Library

MLA International Bibliography, Modern Language Association/H. W. Wilson Co.; 1981- , updated quarterly. --Central Reference

Movie Database, V.1 No. 2 (March 1990). Nimbus Information Systems. --Library Systems

Music Library: Musical Sound Recordings, OCLC; 1990- , updated annually. --Music Library (on order)

Newspaper Abstracts Ondisc, University Microfilms; 1985- , updated monthly. --Central Reference

Nimbus Digital Compact Disc Catalogue, Nimbus Records; March 1988. --Library Systems

Nursing & Allied Health (CINAHL)-CD, SilverPlatter; 1983- , updated bimonthly. --Medical Library

OCLC/AMIGOS Collection Analysis System, AMIGOS; 1989- , updated annually. --Library Administration

Oxford English Dictionary on Compact Disc, Oxford University Press & Tri Star Publishing, 1987. --Central Reference

PAIS, Public Affairs Information Service; 1972- , updated quarterly. --Central Reference

PC-SIG Library (Disks 1 - 705), PC-SIG; 1986. --Library Systems

PC-SIG Library (Disks 1 - 817), PC-SIG; 1987. --Medical Library

PC-SIG Library (6th edition), PC-SIG; 1989. --Medical Library

Physician's Desk Reference CD-ROM, Medical Economics Company; 1988- , updated semiannually. --Medical Library

PsycLIT, SilverPlatter; 1974- , updated quarterly. --Central Reference and Education Library

Public Domain/Shareware, ALDE Publishing. --Library Systems (available by dial-up access)

Readers' Guide to Periodical Literature, H. W. Wilson Co.; January 1983- , updated quarterly. --Central Reference

Religion Index, H. W. Wilson Co.; updated quarterly. --Divinity Library

REX on CD-ROM (REligious IndeX), FABS International Inc.; updated annually. --Divinity Library

Scientific American Medicine: Consult, Scientific American; 1990- , updated quarterly. --Medical Library (on order)

Selected Water Resources Abstracts, OCLC; 1967- , updated quarterly. --Science Library

The Serials Directory/EBSCO CD-ROM, EBSCO Publishing; updated quarterly. --Central Reference

sociofile, SilverPlatter; 1974- , updated semiannually. --Central Reference

SPECTRUM Dover Clip Art, ALDE Publishing. --Library Systems

Statistical Masterfile, Congressional Information Service; 1989- , updated quarterly. --Central Documents (on order)

Thesaurus Linguae Graecae, TLG, University of California, Irvine; 1986- , updated periodically. --Divinity Library

TOMES System, Micromedex Inc.; 1987- , updated quarterly. --Science Library (on trial)

TOXLINE on SilverPlatter, SilverPlatter; 1981- , updated quarterly. --Medical Library (on order)

STAFF OPERATING PROCEDURES MANUALS

McMaster University

HOW TO START THE CD-ROM WORK STATION

STAGE 1

This should normally be done when the first Serials reference staff member comes on duty each day.

1) Unlock the work station using the key from the CD-ROM box behind the desk. Lift up the cover and slide it into the top of the cabinet. Return the key to the CD-ROM box behind the desk.

2) Turn on the red switch at the base of the power bar. This is located at the centre back of the cabinet, under the shelf.

3) Wait a few seconds for the equipment to power up.

4) Type current date and time, according to the instructions on the screen. Press the [RETURN] key after each item is entered.

5) After a few seconds the PowerMenu will appear. This screen should be left on unless a patron requests a particular database.

STAGE 2

The software permits the operation of two CD-ROM players with one compact disk installed in each player. Serials reference staff will insert and remove the disks. As PsycLit is the most popular database, it will be installed whenever the CD-ROM is available. If another database is required, the Serials reference staff will exchange the disks.

1) Only staff members should insert and remove the disks. If you have not handled the disks and the CD player before, read pages 5, 7 and 9 in the CD-ROM Drive System Instruction Manual which is kept in the CD-ROM box behind the desk.

2) Insert each compact disk, using the open/close button on the CD player to open and close the drawer. Under no circumstances should the drawer be pushed closed, as this can severely damage the machine. Handle the disk by the edges only. Insert the most recent disk in the lower CD player so that it will be automatically selected for searching unless the patron decides otherwise. Return the compact disk containers to the CD-ROM box behind the desk.

3) Highlight the appropriate database on the PowerMenu screen and press the [RETURN] key.

4) When necessary, inform patrons that only a staff member is permitted to insert and remove disks. If they need to use a second disk they can use the [F8] XCHANGE function key to return to the disk selection screen, while retaining the search record.

HOW TO CLOSE DOWN THE CD-ROM WORK STATION

1) This should always be done before the last Serials reference staff member goes off duty each day. Users should be warned about the time approximately 5 minutes before the closing time of the CD-ROM station. Officially, CD-ROM use finishes 15 minutes before full reference service ends for the day, but the staff member on duty should permit users 5-10 minutes of further use to complete a search.

2) Unless the disk selection screen is showing, press the [F7] function key to return to the disk selection screen.

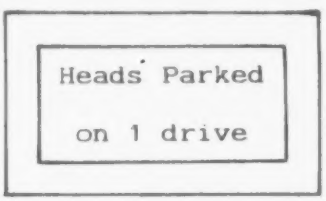
3) Press and hold the [CONTROL] and [ALT] keys. Press the [DEL] key, then release all three keys at the same time. Wait for the date and time prompts to appear.

4) Press the [RETURN] key twice.

5) Remove the compact disks using the open/close button on the CD players to open and close the drawers. Under no circumstances should the drawer be pushed closed, as this can severely damage the machine. Handle the disks by the edges only. Place the disks in their containers and return them to the CD-ROM box behind the disk. The disks should be stored in an upright position.

6) When the PowerMenu appears on the screen, highlight "Park the HardDisk" and then press the [RETURN] key.

7) A notice will appear on the screen:



8) Turn off the red switch at the base of the power bar. This is located at the centre back of the cabinet, under the shelf.

9) Push in the keyboard tray, close and lock the cabinet. Return the key to the CD-ROM box behind the desk.

TIPS

1) If the disk selection screen has the message:

DISK DRIVE NOT READY

then use the open/close buttons on the CD players to open and close the drawers. This usually solves the problem. Sometimes you may also have to rotate the disk in the drawer a little.

2) If the keyboard freezes in the middle of a search and will not obey commands, reboot the system using the [CONTROL], [ALT] and [DEL] keys. Press the [RETURN] key twice. Continue from stage 1, instruction 5 on the "How to Start the CD-ROM Work Station" guide sheet.

3) Only one disk can be searched at a time. When using a 2-disk database, the search record can be maintained and can be used as the basis of the search on the second disk by using the [F8] XCHANGE function key. Alternatively, the [F7] RESTART function key will return the monitor to the disk selection screen without retaining the search record.

WILEY OPERATING PROCEDURES

TO OPEN WILEY

1. **Get the keys.**

The keys are supposed to be kept in the second drawer of the AIRS secretary's desk, although you will sometimes find them in the key box that is kept at the reference desk.

If, for some reason, you should need a spare key, the spares are located in the AIRS Head's office. Look in the third drawer from the top of the filing cabinet. The keys are in an orange plastic filing box. **IF YOU TAKE KEYS OUT OF THIS BOX, PLEASE RETURN THEM TO THIS BOX IMMEDIATELY AFTER YOU FINISH USING THEM!!!**

2. **Unlock all Wiley and AIRS workstations.**

You do not need to unlock the AIRS workstations on Sunday.

3. **Open the three bookcases in the AIRS area.**

If they are locked the keys are on the key card with the workstation keys. If you look at the back of the key card, you will see two pieces of tape, one marked "tall" and the other marked "short." If you look at the keys you will see a brass "Hudson" key on each ring. These are the keys to the cabinets. (One cabinet is taller than the other two.)

These do not need to be opened on Sunday.

4. **Unlock Wiley filing cabinet.**

5. **Open the reference desk workstation.**

All you need to do is unlock this workstation and open the cabinet; the reference desk staff will bring the workstation up.

6. **Return the keys to the AIRS secretary's desk.**

7. **Bring up Wiley.**

Most of the workstations will start coming up automatically as soon as you turn the computer on. In the cases where we have more than one database on a machine, you may have to select a database from a menu. Special instructions will be located on the side of the workstations as necessary.

9/89

EMERGENCIES

There are two major emergency situations which can arise while you are working in the Wiley area. (Actually there are others also, but these are the two most likely to occur.) These situations, power failures and fire alarms, require almost opposite responses, so you need to be aware of the proper action to take in the event of an emergency.

Fire Alarms

As soon as the fire alarms start sounding, start closing the cabinets to the Wiley computers. You don't need to worry about turning everything off. In fact **LEAVE THE WILEY EQUIPMENT ON!!** Just close the cabinets. You don't need to lock any of the cabinets except the clamshells, which cannot be closed unless they are locked.

You don't need to worry about the desk station; the reference desk personnel will take care of it.

The AIRS stations do need to be turned off. Close these cabinets also.

Power failures

AS SOON AS THE POWER GOES OFF, TURN THE COMPUTER EQUIPMENT OFF AS QUICKLY AS YOU CAN!!! This is really important, because there is a power surge when the electricity is turned back on, and this surge can burn out a computer.

Once you have turned off all the machines in a workstation, close the rolltop but don't bother to lock it. During a power failure staff from the reference office run out to Wiley to help turn everything off, and they can very easily turn everything you just switched off back on without realizing it. The closed rolltop is a signal to others that the equipment inside has been turned off.

9/89

SUPPLIES

Paper

Use the 8 1/2" by 11" plain form feed paper in the Thinkjet printers. Use the green-bar paper in the Okidata printers and the DecWriter III's. A box of each kind of paper is kept in the AIRS/After Dark bay. Use this paper first. If this supply is empty, extra boxes are kept in the junior librarians' office. Be sure to check paper supplies on all printers at least once during your hour in the area.

Ink Cartridges and Ribbons

When a ribbon or ink cartridge needs to be replaced, get a spare from the top of the filing cabinet in the AIRS Head's carrel. (Thinkjet cartridges are kept in the middle drawer of the filing cabinet.)

If you are replacing a cartridge in a Thinkjet, try the paper clip method first. Insert the straightened edge of the paper clip into the hole in the end of the cartridge and pump the ink bag a few times. Wipe off the excess ink and reinsert the cartridge into the printer. If that doesn't work, then replace the cartridge.

Whenever you replace a Thinkjet cartridge, please remember to replace the blotter as well. (That's the funny looking little piece of felt in the bottom of the cartridge cup.) The blotters have a slick side and a felt side; when you put the blotter in the clip, the felt side needs to face the cartridge, and the slick side faces the paper.

If an Okidata needs to have a ribbon replaced, **DON'T PANIC!!!** Just remove the tan and clear plastic cover off the top of the printer. Ribbon installation instructions are located on the bottom of this cover. If you follow the loading diagram, everything will go well.

To change a ribbon in the DEC LA-210, raise the front of the paper feed cover out of your way. Slide the front top printer cover forward to expose the ribbon cartridge. When you look at the ribbon cartridge and the print head, you'll see two levers. The right hand lever moves from side to side and adjusts the position of the print head. Push this lever all the way to the right so that the print head moves away from the paper.

Lift up sharply on the ribbon cartridge and pop the old one out. The new cartridge can be popped into place the same way. There are some plastic spurs on the bottom of the cartridge that have to fit into holes on the print head assembly.

Once the new cartridge is in place, be sure that the ribbon slides smoothly between the print head and the clear plastic smudge guard. Extra slack in the ribbon can be removed by twisting the knob on the top of the cartridge in the direction indicated by the the arrow.

9/89

INSTRUCTIONAL MATERIAL

University of Georgia

GUIDELINES FOR USING THE ERIC CD-ROM

RESERVING TIME AT THE TERMINAL

Sign up on the reserve schedule located next to the ERIC terminal. You may reserve a maximum of one (1) hour per day.

Be on time: *Reserved time is forfeited after 10 minutes.*

Certain hours of each day are kept open for use on a first-come, first-served basis. Users who reserve time on the system may not extend their search time into open hours.

SCOPE OF THE ERIC DATABASE

The ERIC database contains citations and abstracts for both CIJE and RIE indexes. There are three CD-ROM disks for the ERIC system.

Disk 1 *covers* 1966-1975
Disk 2 *covers* 1976-1982
Disk 3 *covers* 1983 to date
Disk 3 will be loaded on the system at all times.
(The current disk is updated quarterly)

If you want to search using Disk 1 or Disk 2, ask at the Reference Desk. You will be required to leave your valid U.G.A. or other photo I.D. with the Reference staff while you are using these Disks.

FOR MORE INFORMATION ABOUT THE CD-ROM SYSTEM, PLEASE SEE THE BACK OF THIS PAGE.

IF YOU HAVE NEVER USED THE SilverPlatter™ CD-ROM SYSTEM

Plan to spend approximately 30 minutes doing the system tutorial at the terminal before you begin planning you search. You must be familiar with the principles of searching and the command operators of the SilverPlatter™ system in order to complete a successful search.

ALWAYS PLAN YOUR SEARCH STRATEGY AHEAD OF TIME

Use the ERIC thesaurus to select subject descriptors to use during your search and plan any free-text searching in advance. Determine any date, language, or document type limitations ahead of time. Plan at least two search strategies if possible.

The ERIC thesaurus, a system guide, a search manual, and a Quick Reference guide are kept next to the terminal for your use in preparing and carrying out search strategies.

PRINTING

Instructions for printing appear in the system guide. Printing must be limited to 100 citation format records or 40 full format records. If you have large search results, arrange to download your results to a floppy disk.

HELP BEFORE, DURING, OR AFTER A SEARCH

Classes on database searching are given several times during each quarter. If you need assistance in preparing a search strategy, you may attend one of the weekly Sherlock consultation sessions. For information and class times, please ask at the Reference Desk.

HELP and a Database Guide are available online while you are conducting your search. A system guide and search manual are located next to the terminal.

IF you have problems with the system or the printer during a search, please ask for assistance at the Reference Desk.

If you have specific questions about a search strategy or search results, the librarians at the Desk may be able to provide brief assistance.

The University of Georgia
Libraries
Athens, Georgia 30602
577/5-90/150

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTIT

Quick Reference

Business Dateline includes the full-text of articles from over 180 regional journals and newspapers in the U.S. and Canada, from the last five years. (Backfiles available at EPC CD-ROM Check-out.)

Sample Search Topics

After recent acquisitions, how does NCNB Texas compare to Texas Commerce Bank in terms of size?
How are West Coast cities affected by the development in the Pacific Rim?
What is Woodlands Corp. CEO George Mitchell planning for downtown Houston?
How is Humana responding to rising healthcare costs?
How is the health food industry expanding into the pet market?

As you conduct your search, read the screen for prompts. Press F1 key for help. Press F3 key to begin a new search.

Subject Search

To **focus** your search, combine search terms with *AND*.

Search term(s): **NCNB Texas *and* acquisitions**

Finds items with both NCNB Texas *AND* acquisitions in the title, abstract or subject terms.

To **broaden** your search, combine search terms with *OR*.

Search term(s): **acquisitions *or* expansion**

Finds items with either acquisitions *OR* expansion in the title, abstract or subject terms.

To search with **sets** already created, type the set numbers in brackets.

Search term(s): **[1] *and* [2]**

Finds items with results from both set 1 *AND* set 2.

Author Search

To find articles by a certain author, type the prefix *AU*, followed by the name in parentheses, inverted with a comma.

Search term(s): **au(greer, tom)**

Title Search

To find words that appear in the title of articles, type the prefix *TI*, followed by one or more words in parentheses.

Search term(s): **ti(pacific rim)**

Finds items with these terms in exact order in the title.

Journal Name Search

To find articles that appear in a certain journal, type the prefix *JO*, followed by one complete journal name in parentheses.

Search term(s): **jo(Houston Business Journal)**

Company Name Search

To find articles about a company, type the prefix *CO*, followed by the complete or partial company name in parentheses.

Search term(s): **co(Apple)**

Please see other side of card.

BEST COPY AVAILABLE

Quick Reference

Sample Record

```
Title:      Health Food Fanciers and Four-Legged Friends
Authors:    Carlson, Barbara
Journal:    New England Business  Jrnl Code: NEB
            Vol: 11  Iss: 5  Date: May 1989  Sec: 1  pp: 58
Companies:  Lick Your Chops (South Norwalk, CT, US)  SIC: 2047
Names:      Goldstein, Robert S.; Goldstein, Susan
Terms:      Retail stores; Corporate officers; Food products; Market segments;
            Animals; Franchises; Sales; Personal profiles; New England
Length:     3202 words  Doc Type: Journal article
Dateline:   South Norwalk, CT, US  (New England states)
                  Copyright Yankee Publishing Incorporated 1989
Article Text:
   Dr. Robert S. Goldstein is sometimes called Dr. Carrot by his peers. That's because Goldstein,
a Veterinarian and the chief executive of Lick Your Chops Inc., takes the "dietary point of view"
in treating patients-emphasizing good diet instead of pill popping...
```

Display Search Results

To view a list of titles	Press ↵ key
To view highlighted titles	Press ↵ key

Print Search Results *You must insert your UH Copicard before printing.*

Please note: You may print the full citation indicating it from the title list or from viewing the full record.

To print one item or a set	Press **F4** key
To stop printing at any time	Press **Esc** key

Download Search Results *You must insert your MS-DOS formatted 5 1/4" disk in drive A to download.*

Please note: You may download the full citation indicating it from the title list or from viewing the full record.

To download one item or a set	Press **F4** key	Highlight **Change Output Options**
To stop downloading at any time	Press **Esc** key	

Finished? Press **F10** /**EXIT from system**

University of Houston Libraries June 1990

Johns Hopkins University

MultiPlatter™

F7

TO RETURN TO **LIST OF DATABASES** AVAILABLE.
USE ↓ OR ↑ TO SELECT YOUR DATABASE.
THEN STRIKE RETURN KEY.

↵

RETURN KEY TO ENTER YOUR SEARCH TERMS, OR TO ENTER A DISPLAY OR PRINT COMMAND. (SEE BELOW)

←

BACKSPACE KEY TO CORRECT A TYPING ERROR.

F4

TO **DISPLAY** THE RECORDS RETRIEVED IN YOUR LAST SEARCH STATEMENT.

AT THE PROMPT "FIELDS:" TYPE IN **TI** IF YOU WANT TO DISPLAY TITLES ONLY, OR TYPE IN **TI,DE** IF YOU WANT TO DISPLAY TITLES PLUS DESCRIPTORS, OR TYPE IN **CITN,AB** TO DISPLAY CITATIONS PLUS ABSTRACTS. THEN STRIKE RETURN KEY.

F6

TO **PRINT** THE RECORDS FROM YOUR LAST SEARCH STATEMENT.

AT THE PROMPT "FIELDS:" TYPE IN **CITN** TO PRINT CITATIONS ONLY, OR TYPE IN **CITN,AB** TO PRINT CITATIONS PLUS ABSTRACTS.

STRIKE THE **TAB KEY** ⇤⇥ TO MOVE FROM "FIELDS:" TO "RECORDS:"

AT THE PROMPT "RECORDS:" STRIKE RETURN KEY TO PRINT ALL RECORDS; OR, TYPE THE NUMBERS OF SELECTED RECORDS.

EXAMPLE: RECORDS: 1-7,10,17,20-25

F2

TO **CONTINUE** YOUR SEARCH.

ESC

TO SEE A **LIST OF COMMANDS**.

SELECT **CLEAR** TO CLEAR PREVIOUS SEARCHES.

(OVER)

To broaden your search

A. Use truncation (*) — FIND: homeless*
also retrieves homelessness

B. Link terms using OR — FIND: homeless* or jobless*

OR - retrieves records in which either or both of the terms appear

To narrow your search

A. Combine terms using

AND - both terms in same record — FIND: homeless and unemployment

WITH - both terms in same field — FIND: homeless with shelters

NEAR - both terms in same sentence — FIND: homeless near families

NOT - first term but not second term — FIND: homeless not mental illness

B. Use field codes

TI - title — FIND: homeless in ti

DE - descriptor listed in database thesaurus; use hyphen to join multi-word descriptors — FIND: mental-illness in de

PY - limits by year of publication or a range of years — FIND: homeless and py<1988
FIND: homeless and py=1985-1988
FIND: homeless and py=1986

C. Combine several concepts

( ) - use parentheses to group your concepts — FIND: (homeless not mental illness in de) and (unemploy* or jobless*)

After an initial search, combine your search statements — FIND: #2 and #5
FIND: #7 not #2

To search by author

Type last name first; join the names with hyphens; use * to pick up middle initials — FIND: coles-robert* in au

(OVER)

LSU LIBRARIES

CLUES CD-ROM EVALUATION

Reference Services would like to ask your assistance in evaluating and improving the CLUES Service. Please take a minute to fill out this form and return it to the Reference Desk.

Thank You.

PLEASE CIRCLE OR FILL IN THE APPROPRIATE INFORMATION.

STATUS: Faculty Graduate Undergraduate Other
DEPT. OR MAJOR: _____
DATABASE USED: _____

Have you ever used CD-ROM Databases before? YES NO

Have you ever used the LSU Libraries BLISS Service? YES NO

Did you attend a training session on How to Search CD-ROM Databases? YES NO

Did library reference staff assist you in learning to use the CD-ROM? YES NO

Do you consider your CD-ROM search to have been successful? YES NO

Would you use this database again? YES NO

How familiar are you with personal computers? Never Use | Somewhat Familiar | Very Familiar | Computer Wizard

How did you learn about the CD-ROM service? Printed Handout | Student Newspaper | Friend/ Colleague | Librarian | Signs

---

PLEASE INDICATE THE EXTENT TO WHICH YOU AGREE OR DISAGREE WITH THE FOLLOWING STATEMENTS.

The CD-ROM was easy to learn and use.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The onscreen information was helpful.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The reference guide card was helpful.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The user manual was helpful.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Students could use the CD-ROM Index without training.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree

COMMENTS: (Please use reverse if needed)

UNIVERSITY OF MASSACHUSETTS
UNIVERSITY LIBRARY
REFERRNCE DEPARTMENT

* *

SILVERPLATTER SEARCH STRATEGY

* *

1. State your search topic as completely as you can:

   _____

   _____

   _____

2. Think about your topic and circle the two or three most important different parts, or concepts, above.

3. Write each concept you circled in a top space, then list synonymous or related terms, if applicable. Use the thesaurus (Thesaurus of ERIC Descriptors or Thesaurus of Psychological Index Terms) to identify the appropriate terms for your database.

First Concept	Second Concept	Third Concept
_____	_____	_____
OR _____	OR _____	OR _____
OR _____	OR _____	OR _____
OR _____	OR _____	OR _____

Connectors:

5. Insert the operators/connectors AND, OR, NOT between the concepts above to combine them into a search statement.

6. Write out the search statements you will enter to get your first sets:

   1. _____

   2. _____

   3. _____

   4. _____

ASK AT THE REFERENCE DESK FOR HELP WITH THIS FORM AND WITH SEARCHING!!!

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The LIBRARIES of
North Carolina State University

DOCUMENTS DEPARTMENT, D.H. HILL LIBRARY

CASSIS and ASIST On Compact Disk

The CASSIS (Classification and Search Support System) and ASIST CD-ROMs provide access to patent literature from 1790 - present, bibliographic information for patents from 1969 - present, and access to the Manual of Classification. All this information is arranged into eight different search files each with different data and dates of coverage.

The objective when conducting a patent search is to determine whether your idea has already been patented. To do this you must examine patents in related areas. The instructions below list the five basic steps when conducting a search on the CD, suggest "where to start if you have...", describe the eight search files, discuss the relationship between the fields in the eight search files, and list the disk-file contents.

Please review the information below before starting your search. If you have any additional questions ask the Documents staff for assistance.

CASSIS AND ASIST CD-ROM SEARCH

There are five basic steps to complete when conducting a search on the CDs:

1. Choose a file
2. Enter the search terms or numbers
3. Execute the search [Enter]
4. Display the results [F3]
5. Output (Print) [F5] then [Enter]

Commonly used keys are the arrow keys [→] [←] [↑] [↓], the function keys [F1] - [F10], the [Enter] key, and the [Esc] key. Available function key information is displayed at the top of the search screens. REMEMBER that interactive help is available at any point within the search by pressing the [F1] key.

WHERE TO START IF YOU HAVE...

IDEA/SUBJECT

1. The first step is to identify a class and a subclass. Patents are grouped into broad classes and specific subclasses by related subject matter (these are comparable to call numbers for books). You identify these class/subclasses (c/sc) using:
   a. the paper sources: Index to the U.S. Patent Classification and the Manual of Classification (see the handout A Guide to Patent Searching), or
   b. different files on the CASSIS CD to search words:
      - in patent titles (only 20 years),
      - in patent abstracts (approx. 1 - 3 years),
      - in the Manual of Classification.

      CAUTION: A word search should only be used to establish a field of search (to identify a class and subclass). A word search should not be considered a comprehensive patent search.

2. Write down the class and subclass numbers that you identified in step one.

3. If you need clarification of a c/sc you may consult the Classification Definitions on microfiche.

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4. Execute a search using files 1, 3, or 5 on the CASSIS CD, searching by c/sc. The result will be a list of patent numbers. You locate both the patent abstract and the complete patent on microfilm using the patent numbers you just identified. **CAUTION**: The CASSIS CD is updated every 2 months and therefore will not always provide you with the most recent patent numbers. To update the CD search, ask the Documents staff to conduct a CASSIS online search.

5. Examine abstracts of patents which appear in the Official Gazette (C21.5:)

6. Examine the entire patent on microfilm in the Microforms Room (on this floor).

CLASS/SUBCLASS

Steps 4 - 6 of "Where to start if you have" an idea/subject.

PATENTEE

1. Make sure the ASIST disk is in one of the drives.

2. In the Patentee-Assignee file, execute a search by typing in the last name, first name or other data.

3. Examine results and note patent number(s).

4. Follow steps 5 - 6 of "Where to start if you have" an idea/subject.

SEARCH FILES ON THE CASSIS CD

1. *PATENT BIBLIOGRAPHIC FILE - WITH TITLES (1969 TO PRESENT)*

   a. Patent Number: search for a patent by typing its number in this field. All patent numbers must be 7 characters long. Pad with leading zeros. Do not type commas. Use OR between numbers if you enter more than one patent number. (Ex: 4744170 OR 4787170)
   b. Issue year: search for patents by typing the last three digits of the year of issue. (Ex.: 988)
   c. Assignee Code: search for patents by typing an assignee code (6 digit number). You can use OR (you cannot use AND because only 1 code is assigned per patent). (Obtain the Assignee Code from the Assignee File, File 7.) (Ex.: 364950)
   d. State or County Code: U.S. - use the 2-letter postal code
      Other countries - use 3-letter code
      Highlight field name and press [F1] to view codes. (Ex.: MA)
   e. Status: search for patents which have expired for failure to pay maintenance fees or which have been withdrawn. E = expired, W = withdrawn. (Ex.: e)
   f. Classification: search for patents by typing classification numbers. Enter as class number/subclass number. (Ex.: 43/61) Use of OR produces a merged list (duplicate numbers are eliminated). (Ex.: 43/61 OR 43/58)
   g. Title or Abstract: search for patents by typing one or more subject terms. (Ex.: animal trapping) **Note**: Approximately 1-3 years of patents in this file have abstracts and not all patents have titles. Use this field to find a few patents relevant to your search. Then enter the c/sc in the classification field to get a complete list of relevant patents.

      NOTE: Patents and titles are printed in descending order. If you are looking for design patents try using the "jump" feature to locate where in the list the D's begin.

3. *CLASSIFICATION INFORMATION FILE - BY SUBCLASS (1790 - PRESENT)*
[WITHOUT TITLES]

a. Classification: search for patents by classification. Enter as c/sc. (Ex.: 43/61) You can search for more than one c/sc by typing an OR between c/sc. (Ex.: 43/61 OR 43/58) There will be a separate list for each c/sc. After displaying, use the right and left arrow to view different screens.

5. *CLASSIFICATION INFORMATION FILE - BY PATENT NUMBER (1790 - PRESENT)*

a. Patent Number: search for the classifications of one or more patents by typing the patent numbers. If you type more than one patent number they should be separated by OR. The result will be a merged list. Do not use AND. (Ex.: 4787170)
b. Classification: search for the patents in one or more classifications. Separating c/sc with OR results in a merged list, with duplicate patent numbers removed. Separating c/sc with AND results in a list of only those patents which appear in every c/sc typed. (Ex.: 43/61 AND 43/58)
NOTE: Patents are printed in ascending order with the oldest patent listed first.

7. *ASSIGNEE FILE (Organizations which have been assigned patent rights; this file does not include inaividuals)*

a. Assignee Code: search for a company or institution by typing its 6-digit code. Pad with leading zeros. First identify the Assignee code by using the Assignee Name search field. (Ex.: 364950)
b. Patent Count: search for a company or institution by typing the number of patents assigned to it. (Utility 1969 - present, Others 1977 - present) (Ex.: >5)
c. Assignee Name: search for a company or institution by typing words from its name in this field. (Ex.: Pied Piper)

9. *MANUAL OF CLASSIFICATION FILE (MOC)*

a. Class Number: search for a record from the MOC by typing a class number. (Ex.: 43)
b. Subclass ID: search for a c/sc combination by typing the class in the field above and the subclass in this field. (Ex.: 61)
c. Class/Subclass Title: search for record in the MOC by typing one or more subject terms in this field. You may use AND or OR between terms. (Ex.: vermin AND traps)

SEARCH FILES ON THE ASIST CD

1. *PATENTEE - ASSIGNEE FILE - PATENTEE 1975 TO PRESENT*
ASSIGNEE 1969 TO PRESENT

a. Patent Number: search for a patent by typing its number in this field. Number must be 7 characters long. Pad with leading zeros. Do not type commas. Use OR between numbers if you enter more than one patent number. (Ex.: 4842564 OR 4840602)
b. Assignee: For more information about the following 3 fields, highlight the field name and press [F1]. 1. Assignment Type (Ex.: 2), 2. Reassigned (Ex.: a), and 3. Assignee Name (Ex.: Tonka Corporation)
c. Inventor: search for patents granted to a particular inventor by typing the last name in this field. (Ex.: Gerold)

3. *REASSIGNMENT FILE - 1975 - 1989 [ASSIGNMENTS RECORDED AFTER 1980]*

a. Patent Number: search for patents by typing its number in this field. (Ex.: 4842564)
b. Assignee: search for patents by typing the name of the person or organization to whom it was assigned in this field. (Ex.: Tonka Corporation)
c. Assignor: search for patents by typing the name of the person or organization by whom it was assigned. (Ex.: Kenner Parker Toys)
d. Brief Code: search for patents by typing a two-digit code for the kind of reassignment transaction in this field. (Press [F1] to view the codes.) (Ex.: 01)
e. Brief Text: search for patents by typing a term describing the reassignment transaction. (Press [F1] for more information)
f. Frame Number: search for a reassignment document by typing its frame number and reel number. (Ex.: 844)
g. Reel Number: search for a reassignment document by typing its reel number and frame number. (Ex.: 5016)
   NOTE: Frame and Reel are references to locations on microfilm of the full text of the deed of assignment in the Assignment Search Room at the Patent and Trademark Office in Washington, D.C.
h. Issue Date: search for a reassigned document by typing the date of issue. (Ex.: 890627)
i. Recording Date: search for a reassigned document by typing the date the document was recorded at the U.S. Patent and Trademark Office. (Ex.: 891206)

5. *ATTORNEYS AND AGENTS REGISTERED*

Use this file to obtain a listing of Patent Attorneys and Patent Agents registered to practice before the U.S. Patent and Trademark Office.

RELATIONSHIP BETWEEN FIELDS

The logical relationship between search fields, in any file with more than one field, is AND. If you want to alter this relationship to either OR or WITHOUT use the Connection command [F4].

THREE DISKS

Be aware that there are three disks and only two can be used in the player at one time. Disk/file information is as follows:

CASSIS:	Bibliographic Files Disk =	1	Patent Bibliographic File
		7	Assignee File
		9	Manual of Classification File
	Classif. Information Files Disk =	3	Class. Inform. File - by Subclass
		5	Class. Inform. File - by Patent #
ASIST:	ASIST Files Disk =	1	Patentee - Assignee File
		3	Reassignment File
		5	Attorneys and Agents Registered File

If you need assistance with changing the disks, please ask the Documents Staff for assistance.

For hours and additional information, please call the Documents Dept.: 919-737-3280

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DISSERTATION ABSTRACTS ONDISC

Dissertation Abstracts from 1861 to 1989

What is Dissertation Abstracts Ondisc?

It is the compact disc edition of Dissertation Abstracts International. The printed edition is available at the Main Library Information Services Department , and various sections are available at the Education/Psychology Library. The CD-ROM database, which is updated once a year, contains dissertations in all fields of study from virtually every doctoral degree granting university and college throughout the United States and from select international institutions. A limited number of Master's theses are also available. The compact disc version allows you to obtain a printout of references to dissertations which are specific to your research topic and to try out different search strategies without paying for computer use fees. From July 1980 to the present dissertations indexed on the CD-ROM also provide 100-250 word abstracts which provide more information about specific dissertations and increase the chances that a keyword search will be successful. Search results may be copied to either a printer attached to the microcomputer workstation, or the user can download the results to a five and a quarter inch floppy diskette.

Dissertation Abstracts Online (1861 -present) may also be searched online for a fee through the Libraries' Automated Reference Services at Main Library's Information Services Department and at many other libraries on campus. The online edition is updated monthly and is more up-to-date than the CD-ROM.

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HOW TO USE THE SERVICE:

1. The service is free.

2. Sign up for an appointment at the Information Services Department in the Main Library or call 292-6175. You may sign up for one hour.

3. Service times during the academic quarter are:

Monday-Thursday	8 am - 10 pm
Friday	8 am - 5 pm
Saturday	1 pm - 5 pm
Sunday	1 pm - 5 pm

4. Consult the Disseration Abstract Ondisc brief guide located at the CD-ROM workstation. For detailed assistance, reference librarians are available to assist you.

DOING THE SEARCH:

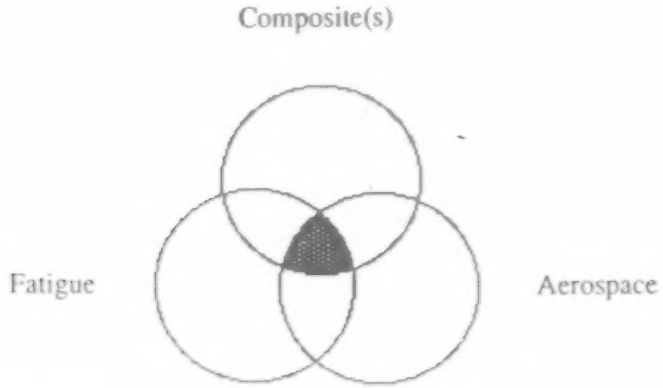
The Dissertation Abstracts Ondisc compact disc offers users the ability to combine topics using the Boolean logic terms: "and," "or," and "not."

For Example:
You want articles on the effects of aerodynamic stress on composite materials.

Divide your concepts. Each group should represent synonymous terms.

Concept 1	Concept 2	Concept 3
composite(s)	fatigue	aerospace
	strength	airplane
	stress(es)	jet

You want at least one word from each list to appear in each reference. The circles below represent the three subject groups. The shaded area represents the set of references which include all three subjects.



You type:

	Search Terms	References
#1:	composite	837
#2:	stress or stresses or strength or fatigue	3820
#3:	su(aerospace) or airplane or jet	619
#4:	[1] and [2] and [3]	22

- Dissertation Ondisc will automatically form plurals (i.e. jet or jets).
- You may limit your search to a very broad subject. This search was limited to physical sciences which includes engineering.
- "su(aerospace)" illustrates limiting to a specific subject heading.

Step #4 is your result. References may be copied to the printer or transferred to a 5-1/4 inch floppy disc.

Sample Citation:

Author: Kelly, Scott Roger
Title: Failure Analysis of Laminated **Composite** Angles
School: Purdue University (0183) Degree: PHD Date:1987 pp:140
Source: DAI 48/10B, p.3034 Publ. No.: AAC0562145
Subject: Engineering, **Aerospace** (0538)
Abstract: Laminated angles were studied to determine the failure mechanics. Analysis was performed using the finite element method. Additionally, several alternative analysis techniques were developed based on a **strength** of materials approach. Failure analysis was conducted using the Hill criterion, the Hill-Tsai criterion and the maximum radian **stress** criterion.....

Guide to Function Keys

F1	Help
F2	Displays available commands
F3	Modify a search or begin a search by returning to search screen
F4	Print or save to a disc
F6	Alphabetical list of words near a chosen word
F7	Request full citations with abstracts
F9	Mark/Unmark titles or citations for printing or saving

ISD/RL 9/89

SYRACUSE UNIVERSITY LIBRARY

sociofile CD-ROM

The **sociofile** CD-ROM contains abstracts of journal literature in sociology and related disciplines and enhanced bibliographic citations of relevant dissertations, from the Sociological Abstracts database. The **sociofile** CD-ROM also contains a subset of citations from the Social Planning/Policy and Development Abstracts (SOPODA). Bird Library provides access to the **sociofile** CD-ROM from 1974 to the present.

Important keys

F1	Help	F3	Guide	F5	Index	F7	Restart	F9	Previous Record
F2	Find	F4	Show	F6	Print	F8	Change Database	F10	Next Record

To search for:	type:	searches:
WORD	labor	this word anywhere in the database
WORD IN TITLE	marriage in ti	this word in title field
WORD PHRASE	labor parties	this word phrase anywhere in the database
DESCRIPTOR	fertility in de	this word as a subject heading
DESCRIPTOR PHRASE	father-absence	this word phrase as a subject heading phrase
WORD ROOT	child*	this word and any words with this root
AUTHOR	Hawes-Cynthia...or Hawes-C*	this author in the author field author Hawes with any first initials of C.
SEARCH STATEMENTS	#2	previously searched statements. Use to combine different search statements

Index

The index key, **F5**, provides an alphabetic listing of all words and bound-phrases used in the database. Pressing the **F5** key opens up the index screen. After typing the word to be searched, use:

- **Arrow** keys to move through the list;
- **Return** key to select items for searching; and
- **F2** key to find selected items.

For example,

type:	**screen displays:**
population	population population- population-density population-distribution population-growth

Search Strategy

OR	women OR females	(Broadens search by using synonyms)
AND	capitalism AND homelessness	(Narrows the search)
NOT	drugs NOT narcotics	(Narrows search more Use carefully!)

Truncation

Use an asterisk to include all words with a common root.

Marx*	Retrieves:
	Marx Marxism Marxist

Sample sociofile Record

Fields:

TITLE	TI: Can AFDC Parents Pay Child Support?
AUTHOR	AU: Penkrot,-Joseph-L.
JOURNAL CITATION	JN: Journal-of-Policy-Analysis-and-Management; 1988, 8, 1, winter, 104-110.
	CO: JPAMD7
	AVA: Hard copy reproduction available from SA and/or UMI
	DT: aja Abstract-of-Journal-Article
LANGUAGE	LA: English
PUBLICATION COUNTRY	CP: United-States
PUBLICATION YEAR	PY: 1988
ABSTACT	AB: Advocates of welfare reform claim that absent parents of children receiving Aid to Families with Dependent...
DESCRIPTORS	DE: Child-Support (D123250); Welfare-Recipients (D915600)
	DE: Welfare-Policy (D915300); Legal-Cases (D453000)...
	IP: Aid to Families with Dependent Children Cases, child support collection; welfare files;
	SH: the family and socialization; sociology of the child
	CC: 1938; 1900
ACCESSION NUMBER	AN: 89U84390

To show records

To start display:

Press **F4** key.
Use **tab** key to change record numbers.
Press **Return** key to view first record.

To move around:

Press **F10** to view next record.
Press **F9** to view previous record.
PAGE UP shows previous screen.
PAGE DN shows next screen.

To print records

Press **F6** key.
To PRINT the ENTIRE record type ALL in place of CITN at **Print Fields** area.
Press **Return** to print ALL records starting at #1.

PRINT FIELDS: CITN	RECORDS: ALL

To PRINT selected records, use **tab** key to move cursor to the **Records** area. Type record numbers desired, separated by commas, or use a hyphen to indicate a span of numbers, e.g. **Records 1,11,13** or **Records 1-13.** The system will allow you to fill the remainder of the line. If more numbers are required, repeat the process.

PRINT FIELDS: ALL	RECORDS: 1, 11, 13

PRINT FIELDS: TI, AB	RECORDS: 1-13

To download records

Use a formatted 3 1/2 inch disk to download records. Press **ESC** key to go to the command menu. Select **DOWNLOAD.** Use the **tab** key to move the cursor. Fill the **Records** area as explained above Change the **File Name** to a name you will remember, if desired. If you would like your search strategies downloaded, use the **tab** key to move to the **Searches** area and press **Y** for Yes. Press **Return** to begin the downloading process.

TEMPLE
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LIBRARY USER'S GUIDE

FORMING A SEARCH STRATEGY

Before starting your CD-ROM search, it would be helpful to clarify what information you are seeking by developing a search strategy on paper. Simply follow the four steps outlined below.

STEP 1. SUMMARIZE TOPIC

In one or two sentences, summarize your search topic. In other words, what do you want to find information on? Be as specific as possible.

Example: I want to find information on preventing child abuse in child care centers.

STEP 2. IDENTIFY CONCEPTS

Underline the main concepts in the statement above. Concepts are the different elements which make up search topics. Most searches can be broken down into two or three main concepts.

Example: I want to find information on preventing[1] child abuse[2] in child care centers.[3]

STEP 3. SELECT TERMS

List subject terms which describe the same concept within the same column below. Subject terms can be important keywords, synonyms or variant forms. The thesaurus for the database you are searching will help in selecting the appropriate search terms.

Concept #1 Terms	Concept #2 Terms	Concept #3 Terms
preventing	child abuse	day care centers
or prevention	or child neglect	or nursery schools
or prevents	or sexual abuse	or child development centers
or	or	or
or	or	or

STEP 4. COMBINE TERMS

Connect terms in the same concept column by entering them on the same line separated by OR. Then combine the concept columns themselves by using the connector AND. See the example below. For more information on the use of Logical Operators (AND, OR, NOT) and other search strategy techniques, consult the workstation notebook or the librarian at the desk.

Search Statement #	Data to be Entered into the Computer
1	prevent or prevents or preventing or prevention
2	child abuse or child neglect or sexual abuse
3	day care centers or nursery schools or child development centers
4	[*Combine the three concepts with the connector AND*]

SEARCH STRATEGY WORKSHEET

Before starting your CD-ROM search, it would be helpful to clarify what information you are seeking by developing a search strategy on paper. Simply follow the four steps outlined below.

STEP 1. SUMMARIZE TOPIC

In one or two sentences, summarize your search topic. In other words, what do you want to find information on? Be as specific as possible.

_____

_____

STEP 2. IDENTIFY CONCEPTS

Underline the main concepts in the statement above. Concepts are the different elements which make up search topics. Most searches can be broken down into two or three main concepts.

_____

_____

STEP 3. SELECT TERMS

List subject terms which describe the same concept within the same column below. Subject terms can be important keywords, synonyms or variant forms. The thesaurus for the database you are searching will help in selecting the appropriate search terms.

Concept #1 Terms	Concept #2 Terms	Concept #3 Terms

STEP 4. COMBINE TERMS

Connect terms in the same concept column by entering them on the same line separated by OR. Then combine the concept columns themselves by using the connector AND. See the example below. For more information on the use of Logical Operators (AND, OR, NOT) and other search strategy techniques, consult the workstation notebook or the librarian at the desk.

Search Statement #	Data to be Entered into the Computer
1	_____
2	_____
3	_____
4	[*Combine the two or three concepts above with the connector AND*]

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LIBRARY USER'S GUIDE

SEARCH STRATEGY TIPS

TOO MANY CITATIONS RETRIEVED?

Your search strategy is too general; it is not specific enough to your topic. You need to narrow your search. Try these methods:

	EXAMPLES
1. Add another concept to your search. Combine this new concept with your existing search using the AND connector.	*Instead of just searching DYSLEXIA, search DYSLEXIA AND CHILDREN.*
2. Use subject headings from the database's Thesaurus rather than simply searching keywords.	*Search for the terms DYSLEXIA AND CHILDREN only in the Descriptor field.*
3. Limit your search results to a particular journal or language or range of publication years by combining your existing search with this limitation.	*For the terms DYSLEXIA AND CHILDREN, only search for articles published after 1986.*
4. If they are available, use proximity operators instead of AND to define a closer relationship between your search terms.	*Search for DYSLEXIA to appear 3 words before or after CHILDREN.*
5. Are you using OR to connect different concepts rather than AND?	*Instead of DYSLEXIA OR CHILDREN, your search should read DYSLEXIA AND CHILDREN because these are two different concepts.*

TOO FEW CITATIONS RETRIEVED?

Your search strategy is too tightly-defined; it needs to have a wider scope. You need to broaden your search. Try these methods:

	EXAMPLES
1. Have you misspelled or mistyped one of your search terms? Are you connecting alternate expressions with AND rather than OR?	*Did you type ADOLESCENT AND TEENAGER rather than ADOLESCENT OR TEENAGER?*
2. Check the database Thesaurus for more synonyms and alternate expressions to your search terms. Connect them to your existing terms with OR.	*Search not only ADOLESCENT OR TEENAGER, but YOUTH, YOUNG PERSON, HIGH SCHOOL STUDENT and so forth.*
3. If you have found a few relevant citations, check them for additional keywords or subject headings. Connect them to your existing terms with OR.	*Check both the Descriptor field and the Abstract field for new terms.*
4. Truncate your search terms to retrieve their variant forms.	*Instead of PREVENTION, search PREVENT truncated, and you'll retrieve PREVENT, PREVENTS, PREVENTED, PREVENTING or PREVENTION.*
5. Are you in the right database for your search topic?	*Are you searching for French Literature in the Psychological Abstracts database?*

Whether your search yields too many or too few relevant citations, always consult the librarian on duty for suggestions on alternate terms, alternative strategies or other databases or indexes more suitable to your topic.

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CD-ROM QUICK REFERENCE

FUNCTIONS	SILVERPLATTER	UMI	WILSON
FUNCTION KEYS			
F1	Help	Help	Help
F2	Find (Search)	Commands	Quit
F3	Database Guides	New Search	Change Disks
F4	Show (Display)	Output (Print)	Print This Record
F5	Index		Go to Citation
F6	Print	Word Index	Print/Download All Records
F7	Restart System	Skip Title List/ Display Abstracts	
F8	Change Disks	Order Form	
F9	Previous Record	Mark to Print	NA in Wilsearch
F10	Next Record	Restart System	NA in Wilsearch
GENERAL			
Help	F1	F1	F1
Change Disks	F8 Open CD Drawer	ALTERNATE and F10 Open CD Drawer	F3 (twice) Open CD Drawer
Quit	ESCAPE Q	F10 Y Choose *Exit*	F2 or ESCAPE
RETRIEVING			
Search	F2 Enter Terms RETURN	F3 Enter Terms RETURN	Select *New Search* Enter Terms END RETURN
Author Search	Lastname-Firstname in AU	AU(Lastname, Firstname)	On *Author/Name* Line: Lastname, Firstname or Firstname Lastname
Field Search	Search Term in Field Name	Field Name(Search Term)	Enter Terms on Proper Line of Input Screen
Truncate	*	?	: (end of word) # (within word)
Stop Search	CONTROL and BREAK	ESCAPE	ESCAPE
VIEWING			
Display	F4 RETURN	RETURN or F7	RETURN
Next Screen	F10 or PgDn	PgDn or +	RETURN
Previous Screen	F9 or PgUp	PgUp or -	F5
TRANSFERRING			
Print	F6 TAB Indicate Record Numbers	F4 RETURN (to print marked items)	F4 (this record) or F6 (all records)
Download	ESCAPE T Indicate Record Numbers	F4 Select *Output to Disk* RETURN	F6 P A: Filename

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UTK Library Guide to Research

University of Tennessee

#120 CD-ROMs at UT, Knoxville Libraries

What is a CD-ROM?

CD-ROM is a storage device that uses laser technology to put data onto a compact disc (CD = compact disc). The information on the discs can be read, but not changed (ROM = read only memory). Using a microcomputer, you may search databases available on CD-ROM. There is no charge for searching CD-ROM products at UT, Knoxville Libraries.

How do I search a CD-ROM?

You may reserve time at some of the CD-ROM workstations by signing up in person at the Reference desk or calling the telephone numbers listed on the reverse side. Some of the CD-ROMs have online tutorials. If you have never run a search, you may wish to preview this online tutorial before beginning a search. To create a list of search terms, you should consult the thesaurus or equivalent print index if they are available for the CD-ROM you wish to search. Please consult the **Preparing for a Database Search** library guide (LPS No. 107) for more information. You may also request assistance at the Reference desk or the CD-ROM Help desk, located near the workstations.

Which CD-ROM should I search?

The UT, Knoxville Libraries offer CD-ROM products that cover education, psychology, business, current events, life sciences, medicine, humanities, census data and government documents. A description of these CD-ROMs and their locations follows.

How is searching a CD-ROM different from an online database search?

Some CD-ROMs correspond to online databases available through Database Search Services. In some cases the online database will index documents not found in the CD-ROM counterpart. If you are interested in an online search of ERIC, PsycLIT, ABI/Inform, Medline, the Life Sciences Collection, MLA Bibliography or the GPO Monthly Catalog, please call 974-4936. **IMPORTANT: YOU WILL BE CHARGED FOR AN ONLINE SEARCH.** Please refer to the **Database Search Services Research Options** library guide (LPS No. 106) for more detailed information.

University of Tennessee, Knoxville
Mary Ellen Spencer, LPS No. 120, 6/90

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Hodges Library, Reference and Information Services **974-4171**

ERIC is the complete database of educational materials indexed by the Educational Resources Information Center. The database corresponds to two printed indexes: *Resources in Education* and *Current Index to Journals in Education.* ERIC covers 1966 to the most current quarterly update on three compact discs. Appointments available by calling 974-4171.

PsycLIT covers the world's literature in psychology and related disciplines in the behavioral sciences. The database covers 1974 to the most current quarterly update on two compact discs. Please consult the **Guide to PsycLIT on CD-ROM** library guide (LPS No. 108) for more detailed information. Appointments available by calling 974-4171.

ABI/Inform covers all phases of business management and administration. The database indexes over 800 business and trade journals. ABI/Inform on CD-ROM covers the most recent five years. Appointments available by calling 974-4171.

InfoTrac contains the General Periodicals Index - Academic Library Edition which covers the last three months of *The New York Times*, the last six months of *The Wall Street Journal* and the last four years of many general interest, business, humanities and social science journals. You may browse-search InfoTrac without an appointment.

MLA Bibliography indexes books and journal articles published on modern languages, folklore, literature and linguistics and corresponds to the printed index of the same name. The database covers 1981 to the most current quarterly update.

OED corresponds to the printed *Oxford English Dictionary.* The CD-ROM version covers words introduced into the English language only before 1927. The print version of the 1989 *Oxford English Dictionary* is available in the reference stacks.

Hodges Library, Documents and Microforms **974-6870**

Marcive corresponds to the printed *Monthly Catalog of United States Government Publications.* It contains reports, studies, fact sheets, maps, handbooks, and conference proceedings issued by U.S. federal government agencies, including the U.S. Congress. The database covers 1976 to the most current bimonthly update.

U.S Census Information on CD-ROM contains data from the census of population and housing, agricultural and economic censuses, and the *County and City Data Book.*

Agriculture/Veterinary-Medicine Library **974-7338**

Medline is produced by the U.S. National Library of Medicine and corresponds to the printed *Index Medicus, Index to Dental Literature* and *International Nursing Index.* Medline covers virtually every subject in the broad field of biomedicine. The database covers 1981 to the most current quarterly update on multiple discs.

Life Sciences Collection contains abstracts of information in the fields of animal behavior, biochemistry, ecology, endocrinology, entomology, genetics, immunology, microbiology, oncology, neuroscience, toxicology and virology, among others. The database covers 1986 to the most current quarterly update on two compact discs.

DOWNLOADING FILES

PRINTING DOWNLOADED FILES

The files produced by downloading citations and abstracts from databases offered by SilverPlatter, BRS, and DIALOG are unformatted ASCII files. Typically, these files have a file name of up to eight characters followed by an extension DOC, e.g., DOWNLOAD.DOC which is the name assigned by SilverPlatter by default. It makes it easier for most word processing programs to recognize a file name which ends with the extension ".DOC". You have the option of changing the file name on SilverPlatter, and you can designate any file name you want for files downloaded from BRS and DIALOG.

Files which have been downloaded onto a floppy diskette can be edited and printed using a variety of word processing software packages such as MS-WORD, WORD PERFECT, WORD STAR, etc. and a microcomputer. The University Computer Center makes microcomputers, MS-WORD, and instruction in their use available on the 7th floor of the University Library and on the ground floor of the Graduate Research Center. Students, staff, and faculty at the university can buy MS-WORD at a special reduced price in the University store.

It is also possible to upload a previously downloaded file from a floppy diskette to a CYBER file at the University Computer Center by using a software package called "UNCLE" which is available for three dollars in Room 123 of the Graduate Research Center and then use the CYBER to edit and print the file.

If you need assistance in doing any of the above, you can contact ELISA CAMPBELL or PAT KOCHIN of the University Computing Center in the Graduate Research Center (TEL: 5-2690).

Downloading ASCII files from the CD-ROM databases

University of Nebraska

I. Downloading from ERIC and PsycLit :

1. Complete your search so that the last numbered set of search terms on the "Find" (F2) search screen is the set you want to download.

2. Press the Escape (ESC) key on the keyboard.

3. Press "D" for Download.

4. At the bottom of the screen, the following menu will appear:

Fields: ALL	Records: ALL
file name: C : \ download.doc	searches: (No) Yes

5. Press the tab key twice to move the cursor to the "file name:" statement. Type the following:

   A : \ filename.doc

   (You may use any filename you want, but you must specify "A:\")

6. Insert a formated 5 -1/4 inch floppy disk into the disk drive on the front of the computer.

7. Press enter. The search will be transferred one record (one citation) at a time. The screen will display a message indicating how many records have been transferred to the floppy disk.

8. When the transfer is complete, press F2 to return to the "Find" screen.

II. Downloading from Business Periodicals Index (BPI) and Social Sciences Index (SSI).

1. Complete your search using either "Browse" or "Wilsearch" mode, and display the first citation on the screen. (If you are using "Wilsearch" mode, you must press Enter to display the first citation.)

2. Press "F6" just as you would to print the citations on the printer.

3. A pop-up window will appear that should look like this:

   Print All
   Press Enter to Accept, ESC to Cancel

   Will print 50 Records from current
   Press N to change

   Using PRINTER
   Press P to change

4. Press "P" to change from printer to disk drive.

5. Type: **A:filename** Then press Enter.

6. Place a formated 5 -1/4 floppy disk into the disk drive on the front of the computer. Press Enter.

7. The citations will appear on the screen briefly as each is transferred to disk. When the transfer is finished, the screen will return to the search mode.

8. To change back to printing, press "F6"; then "P"; and type "Printer". Then hit enter twice to start printing.

CUSTOMIZING YOUR DOWNLOADED FILES

You can customize the data files you download from ERIC and PsycLit using the following commands:

1. Before you carry out the download commands outlined on the other side of this helpsheet, Press ESC.

2. Press "O" for Options.

3. Press "D" for Download.

4. The following terms will display at the bottom of the screen:

> OPTIONS-DOWNLOAD file mode: (Append) Overwrite labels: Long (Short) None
>
> TAB between settings to change; RETURN to accept all settings; or F1 for HELP.

The options in parentheses are the ones selected. The following steps explain how to change these options

5. FILE MODE OPTIONS (press "A" for "Append", or "O" for "Overwrite")
   Append - will add the contents of the file you are downloading to the end of a file you have already created on your disc. Type "A" to select this option.
   Overwrite - will replace the contents of any file you designate with the contents of the current search you are downloading. Type "O" to select this option.

6. Press the TAB key .

7. LABELS OPTIONS (press "L" for "Long", "S" for "Short", or "N" for "None")
   Long - will spell out the full title of each field of the the citations that are being downloaded. (i.e. Title:; Journal name:; etc.). Type "L" to select this option.
   Short - will designate each field of the citations you are downloading with abbreviations. (i.e. TI:; JN:; etc.). Type "S" to select this option.
   None - will omit labels from the fields of all citations being downloaded. Type "N" to select this option.

8. When you have set your options, Press Enter and proceed to download your files using the commands outlined on the other side of this helpsheet.

NOTICE OF COPYRIGHT

The information in the ERIC, PsycLit, Business Periodicals Index, and the Social Sciences Index databases is copyrighted by the producers of the databases. Please Note:

The copyright law of the U.S. (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses. a photocopy or reproductions for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

STATE LIBRARY POLICY ON DOWNLOADING FROM CD-ROM

Data may be downloaded onto disc from all CD-ROM databases in the Electronic Reference Station ***except LEGAL TRAC and AMERICAN BUSINESS.***

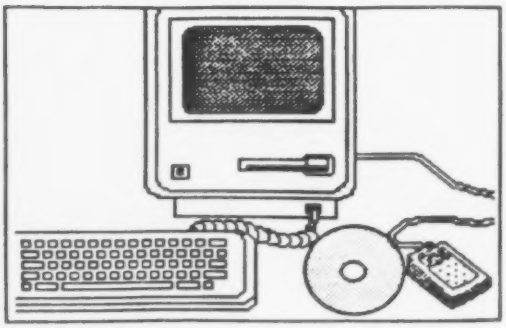
Check workstation for size of disc required, the 3 1/2 or 5 1/4 inch. You may use your own pre-formatted disc or purchase one from us at cost at the Information Desk.

A word of caution: CD-ROM databases are protected by copyright. Fair use applies. Most vendors permit small segments [i.e. few hundred up to a thousand records] of their database to be downloaded, as long as its for personal use and storage is temporary. Data may **not** be repackaged for resale.

Disclaimer: You the user assume complete responsibility/liability associated with the reproduction of copyrighted material. Furthermore, you agree to absolve the New York State Library from all damages if legal action is taken against you.

CD-ROM DATABASE DOWNLOAD OPTIONS:

ABI/INFORM [UMI]	F4 key
BPI [WILSON]	ALT key [and] P key
CASSIS	
COUNTY & CITY DATA BOOK	
DODISS PLUS [IHS]	F7 key
ERIC [SILVER PLATTER]	DOWNLOAD [Menu]
EXCERPTA MEDICA [SILVER PLATTER]	DOWNLOAD [Menu]
GPO [SILVER PLATTER]	DOWNLOAD [Menu]
ILP [WILSON]	ALT key [and] P key
MEDLINE [SILVER PLATTER]	DOWNLOAD [Menu]
NEWSPAPER ABSTRACTS [UMI]	F4 key
NTIS [SILVER PLATTER]	DOWNLOAD [Menu]
PAIS	F4 key
PERIODICALS ABSTRACTS [UMI]	F4 key
SOCIAL SCIENCES INDEX [WILSON]	ALT key [and] P key



DOWNLOADING A CD-ROM SEARCH

ART INDEX, GENERAL SCIENCES INDEX
HUMANITIES INDEX, MLA BIBLIOGRAPHY
READERS' GUIDE, SOCIAL SCIENCES INDEX

To successfully download a bibliography, you must follow these instructions exactly as written.

1. To download a search or transfer the citations from a Wilsondisc CD-ROM workstation, you need to bring a pre-formatted, IBM-compatible disk. Searches done on the MLA Bibliography, Social Sciences Index, or Art Index can be downloaded to either a 3.5" or 5.25" disk. Searches done on the Readers' Guide or Humanities Index can be transferred to a 5.25" disk, while searches done on the General Sciences Index can be transferred to a 3.5" disk.

2. Once you have placed your **floppy** in the disk drive, it **MUST REMAIN** in the disk drive until you have **COMPLETED ALL STEPS**.

3. Perform your search. Begin to display your citations by pressing the ⟵ **ENTER** key when the result of your search is displayed on the screen.

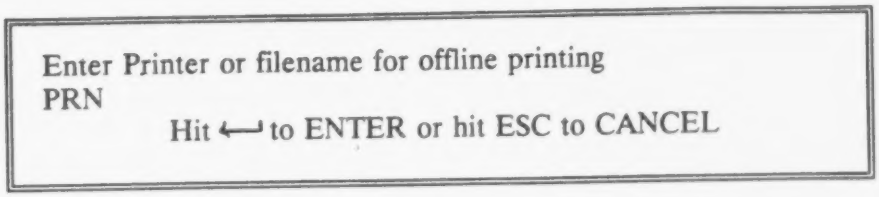
4. You may either transfer individual citations after reviewing them by using the **<F4>** key [print this citation], or you may transfer a group of citations by using the **<F6>** key [print from here to end].

5. After pressing either the **<F4>** or **<F6>** key, a box will appear on the screen which will include the statement:

> Using PRINTER
> Press P to change

Information Online
University of Oregon Library

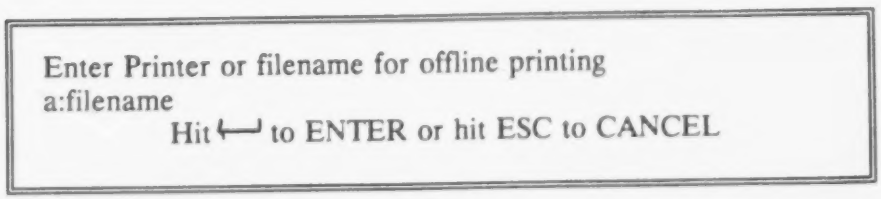
6. You will need to change the direction of the citations from the printer to a file on your disk. After you have pressed "**P**", another box appears which asks:



At this point enter the letter for the floppy drive you will be using, followed by the filename and then press the ⟵ **ENTER** key. *EXAMPLE:* **a:filename ⟵ ENTER.** Typing at this point will replace PRN.

7. The box mentioned in step 5 will reappear showing that the citations are now going to the floppy drive and filename you entered. Press ⟵ **ENTER** to accept which begins the transfer of the citations from the CD-ROM to your floppy.

8. When the transfer is complete, immediately press the **Alt** key and the **P** key **(Alt-P)** simultaneously. The following box will display, which lists the filename you entered in step 6:



Type "**PRN**" which will replace the filename and then press ⟵ **ENTER.**

9. Press **ESC** to return to the menu. At the WILSONDISC - DISC SEARCH MENU, select "5. Quit".

10. Remove your floppy disk.

DOWNLOADING INFORMATION

WHAT IS DOWNLOADING: Capturing information from a database to a diskette. Data may be printed out later at your computer or files may be used in applications software for numeric analysis or text editing.

BEFORE YOU DOWNLOAD:

- Has your disk been properly formatted on an IBM compatible computer? A low density format (360 K) must be used.
- Is there space on the disk? Downloading for 30 minutes on a timesharing system uses approximately 100K bytes. Downloading 200 full records on ABI/Inform will fill a disk.
- Have you downloaded before? You may want staff assistance the first time.

WHEN YOU DOWNLOAD:

A) For Timesharing Systems:
- Follow instructions posted by the terminal.
- Documents retrieved must display on the monitor.
- As documents display they are saved to the disk.
- Check to make sure "Capture to B:filename" appears at the bottom of the screen.
- If "Capture Off" appears downloading is not taking place.
- Keep the size of files manageable. Begin new files about every 15 minutes.
- Stop downloading before you remove the disk.

NOTE: There are separate instructions for Datastream downloading.

B) For Laser Disk Systems:
- Follow the instructions for the system in use. They are posted by the appropriate terminal.
- When giving a filename you MUST precede the name with A: to make sure the file goes to the disk in the A drive.

C) Filename extensions (e.g. Filename.txt, where "txt" is the extension) are optional.

AFTER YOU DOWNLOAD:

To Retrieve Data When You Get Back to Your Computer

A) If you saved the data as a text (ASCII) file:

- To view the file on your monitor:

A>TYPE B:myfile (where TYPE is the command, B: is the drive where the disk is, and myfile is the file name)

A>TYPE B:myfile|more (view one screen at a time)

- To print out the file on your printer

  A>PRINT B:myfile (as above)

- You can edit a text file by using word processing software.
  For example, WordPerfect users would invoke SHIFT - F10 to get the file retrieve prompt and then enter the file name assigned during the download.

  Example: File to retrieve: B:Filename

B) If you saved the data in spreadsheet format:

- If it is saved as a LOTUS worksheet
  (myfile.wks or myfile.wk1)

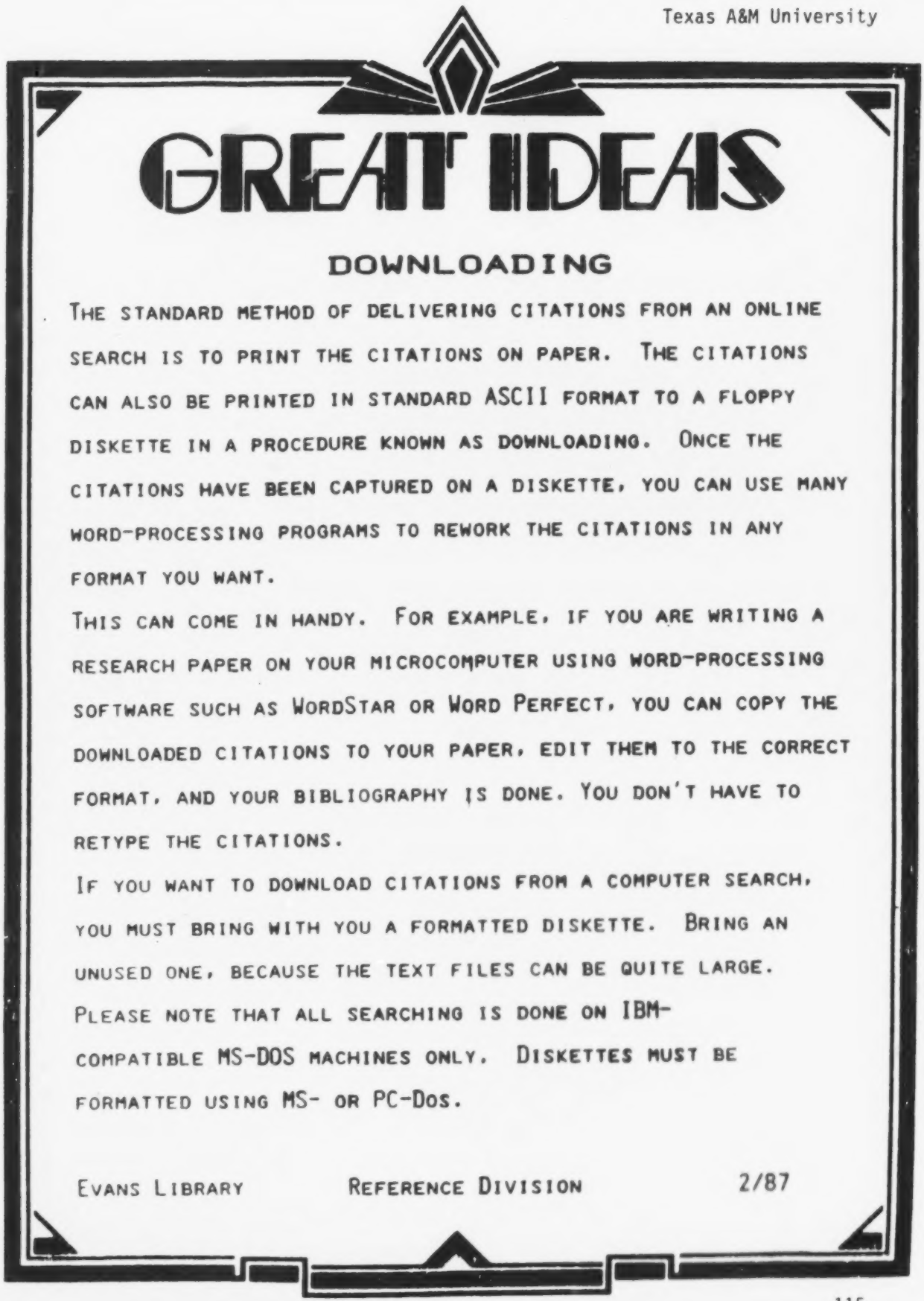
  Load LOTUS. To access the worksheet, key in
  \FILE\RETRIEVE\B:myfile

- If it is saved as a .PRN file, place the cursor on A1 and then key in
  \FILE\IMPORT\NUMBERS\B:myfile

C) If you cannot find or print the file:

- Check the disk DIRectory with the DIR command.
  Is the file listed? Do you have the correct filename?

- Have commands been typed properly? Has the correct drive been indicated?



DOWNLOADING

THE STANDARD METHOD OF DELIVERING CITATIONS FROM AN ONLINE SEARCH IS TO PRINT THE CITATIONS ON PAPER. THE CITATIONS CAN ALSO BE PRINTED IN STANDARD ASCII FORMAT TO A FLOPPY DISKETTE IN A PROCEDURE KNOWN AS DOWNLOADING. ONCE THE CITATIONS HAVE BEEN CAPTURED ON A DISKETTE, YOU CAN USE MANY WORD-PROCESSING PROGRAMS TO REWORK THE CITATIONS IN ANY FORMAT YOU WANT.

THIS CAN COME IN HANDY. FOR EXAMPLE, IF YOU ARE WRITING A RESEARCH PAPER ON YOUR MICROCOMPUTER USING WORD-PROCESSING SOFTWARE SUCH AS WORDSTAR OR WORD PERFECT, YOU CAN COPY THE DOWNLOADED CITATIONS TO YOUR PAPER, EDIT THEM TO THE CORRECT FORMAT, AND YOUR BIBLIOGRAPHY IS DONE. YOU DON'T HAVE TO RETYPE THE CITATIONS.

IF YOU WANT TO DOWNLOAD CITATIONS FROM A COMPUTER SEARCH, YOU MUST BRING WITH YOU A FORMATTED DISKETTE. BRING AN UNUSED ONE, BECAUSE THE TEXT FILES CAN BE QUITE LARGE.

PLEASE NOTE THAT ALL SEARCHING IS DONE ON IBM-COMPATIBLE MS-DOS MACHINES ONLY. DISKETTES MUST BE FORMATTED USING MS- OR PC-DOS.

EVANS LIBRARY REFERENCE DIVISION 2/87

MORE ABOUT DOWNLOADING

Approximately 1200 citations can be downloaded to a standard 360K floppy disk. This is "short" format on BRS/After Dark, "medium" format on Knowledge Index. Abstracts take up a great deal of room, especially the long ones in Biological Abstracts or any of the Commonwealth Agricultural Bureaux databases. Count on downloading only 300-400 citations plus abstracts to a single disk.

NOTE: Downloading does not work any faster or cost any less than the usual technique of printing citations. In fact you must print the citations or display them on the screen before they can be downloaded. It is the displaying of citations that transfers data from the host system (BRS or KI) into the memory of our microcomputers here in Evans Library. Only after the citations have been loaded to memory can they be downloaded to your disk. You must give a print command to capture the data; you may produce a paper copy of the citations or not, as you wish. If you don't want a paper copy, the citations will scroll across the microcomputer screen as they are being loaded to memory. Once the loading is completed, log off in the usual manner. The data remains in the microcomputer's memory and may be downloaded at this point.

Citations and abstracts from compact disk databases such as Datext or PsycLIT can be downloaded also. Again, you must supply a 360K floppy disk of your own, and be sure it has been formatted on an IBM compatible MS-DOS machine. Unformatted disks and high-density 1.2MG disks will not work on AIRS/Wiley machines.

Different systems -- online or compact disk -- have different methods of downloading. Please ask for assistance.

UNIVERSITY OF VIRGINIA LIBRARY

Policies on Downloading
from Databases Accessed through Commercial Vendors

DEFINITION

Downloading is the copying of data in machine-readable form from a database onto a local electronic storage device.

POLICIES

1. The University of Virginia Library will download from databases available from commercial search services only in accordance with the University's guidelines on the copying of copyrighted material as contained in the Financial Policies Manual, and in accordance with all applicable statements or policies on downloading issued by the search service on which the database is mounted or by the producer of the database. The individual requestor is responsible for determining that his or her downloading request is permitted under these policies and guidelines, and must sign a statement to that effect.

2. Unless the requestor has obtained written permission to download from the database producer, and signs a statement to that effect, the University Library will download only from those databases for which the Library has on file a statement from the database producer permitting downloading for fair use.

3. The requestor must agree to use the file only for private study, scholarship, or research, and to erase the downloaded file upon completion of the project for which the file was downloaded.

4. The Library will not pay downloading fees; the requestor is responsible for any such fees.

5. The Library reserves the right to refuse any request to download if, in its judgment, the downloading would violate the University's guidelines on the copying of copyrighted material.

6. Persons requesting downloading must supply their own correctly formatted disk. The Library will not supply or format disks for users, nor will Library equipment be available for formatting. Disks may be formatted at the computer labs in Clemons, Cocke Hall, or Thornton Hall, if the user so desires.

CD-ROM WORKSTATIONS
DOWNLOADING

ABI/INFORM AND DISSERTATION ABSTRACTS -- Press <F4> to output items. The Output Menu allows you to select the format and the output destination. To save records to a file, choose the disk file selection. Records will be copied to the floppy disk under the file name UMI. TXT if no other file name is specified.

COMPACT DISCLOSURE -- For screen instructions press F1 - Help function key at the Transfer option

Press F8 to get Adjust options, Then print or transfer
Highlight Transfer Current Record Only to disk or Transfer All Selected Records to disk and press Enter.
Insert your own formatted disk in Drive A.
At Filename: prompt Type "A:" and name of file.
NOTE: If you do not indicate A: file will be transferred to the hard disk.

ERIC, GOVERNMENT PUBLICATIONS, and Psyclit

Insert you own formatted disk into Drive A.
Press Esc to get commands on bottom of screen.
Highlight "Transfer" and press Enter.
Select Fields, which Records, and File Name by tabbing to each option. (Use Tab key)
At File name option type in "A: and name of your file."
NOTE: A: must be used to transfer file to Drive A.

PUBLICITY

CD-ROM Update

More information is available on CD-ROM (compact discs with read-only memory) this fall, and the Library now has four workstations in the Reference Department and one each in the Arts and the Sciences-Engineering Library, and in the Map and Imagery Laboratory. Government Publications will soon add a workstation. CD-ROM workstations allow users to review recent work on a subject and print out citations and abstracts; in most cases, users can carry out their own searches. Please note that CD-ROM data bases, like on-line data bases, cover limited time periods. For the broadest coverage of information, supplement your computerized search with a review of printed sources.

Reference Department: Last year Reference introduced four CD-ROM data bases to Library users: PsychLIT, the CD-ROM version of *Psychological Abstracts*; ERIC, which corresponds to *Resources in Education* and *Current Index to Journals in Education*; MLA's *International Bibliography*; and the *Reader's Guide to Periodical Literature*.

This year Reference has added CD-ROM editions of the *Social Sciences Index* and *Dissertation Abstracts*, and *Newspaper Abstracts Ondisc*. The *Social Sciences Index* covers articles from over 300 English-language periodicals published since 1983 in areas of social science, such as anthropology, black studies, economics, women's studies, and urban studies. *Dissertation Abstracts* occupies three discs, one that indexes dissertations since 1984, and two that provide coverage from 1861 to 1984. *Newspaper Abstracts Ondisc* offers access to the current year's citations for articles from the *New York Times*, *Los Angeles Times*, *Wall Street Journal*, *Christian Science Monitor*, *Boston Globe*, *Washington Post*, and *Atlanta Constitution*, and retrospective years' citations back to 1985 for several of these titles. Discs are available at the Information Desk; assistance is offered at the Reference Desk.

Arts Library: The Arts Library now has the *Art Index* on CD-ROM. It provides coverage of over 200 domestic and foreign periodicals, selected yearbooks, and museum bulletins in the areas of art history, architecture, archaeology, fine arts, and crafts since 1984. The workstation is in the Arts Library; request the disc at the circulation desk and sign up there for training if necessary.

Sciences-Engineering Library: SEL has acquired the compact discs of *Science Citation Index* (SCI-CDE) and *Aquatic Sciences and Fisheries Abstracts* (ASFA). The SCI-CDE is a multidisciplinary index to the scientific journal literature which covers 1989 publications. ASFA, with citations and abstracts from 1987 to the present, covers all biological and ecological aspects of marine, freshwater, and brackish environments; fisheries, aquaculture and other living and non-living resources; pollution of aquatic environments; oceanography; marine technology and engineering; and related legal, economic, and sociological studies. Request the discs and assistance at the SEL Reference Desk.

Map and Imagery Laboratory: All but one of the CD-ROMs in MIL—APSRS, an index to aerial photographs of the United States—must be used with the assistance of a staff member because they contain actual data rather than data bases, and special handling software must be employed to extract information. Data now available include Coastal Zone Color Scanner Imagery from the West Coast Time Series, and NOAA Geomagnetic, Solar, and Ionospheric Data and Information files. Soon to be accessible are the GEOdisc U.S. Atlas by Geovision, and GLORIA, which contains sidescan sonar data for the Gulf of Mexico. TIGER line files for California, containing map data keyed to the 1990 census, are on order. The MIL workstation is in the Lab.

Government Publications Department: Government Publications will soon have the CIS Statistical Masterfile and *GPO* on CD-ROM. The CIS Statistical Masterfile provides access to the major statistical indexes for documents from federal, state, non-governmental, and international organizations. The GPO disc contains citations from government publications such as books, reports, studies, serials, and maps from the Monthly Catalog published by the Government Printing Office since 1976. Government Publications will have its own workstation and assistance will be available to those who need it.

Summer Changes in the Reference Department

Several aspects of the plan developed nearly three years ago for an improved public service area in the Reference Department were implemented this summer. The Reference Desk was relocated, indexes and abstracts tables were moved, and two additional CD-ROM workstations were installed.

One goal of the reorganization was to create a centralized collection of reference books in the social sciences and humanities near the Reference Desk. The relocation of book stacks allowed the first volumes of this developing reference collection, which will eventually consist of 30,000 volumes, to be brought together.

Another objective was to provide more efficient access to computerized research tools, both those that researchers can use themselves, such as CD-ROMs, and those operated by staff members, such as the on-line searches of DIALOG, RLIN, ORION, BRS and other systems.

"The changes will make it possible for librarians to give more in-depth reference assistance, as they will be able to work more closely with people using the reference and index collections," explained Carol Doyle, a member of the task force that has been supervising the integration of the reference collection.

The centralization and expansion of the reference collection and its arrangement in sequential order will also allow greater independence for all users. "Selected reference books that were formerly shelved in the general stacks are being integrated into the collection as space permits," said Doyle. "In addition, various 'special location' materials, such as biographies, dictionaries, and encyclopedias, have been incorporated into the reference collection in call number order. The new arrangement will make it simpler for people to find materials without assistance."

The arrangement may seem awkward and unfamiliar at first, but the result will be improved access to resources for research and expanded reference assistance in the social sciences and humanities.

University of California at Santa Barbara, taken from in the library, an occasional publication of the UCSB Library for the Faculty, v.3 no.1, October, 1989.

University of Iowa
Newsletter. 17(September 1988).

COMPACT DISC TECHNOLOGY IN LIBRARIES

CD-ROM stands for compact disc-read only memory and is the technology used in many new library products. The disc itself looks just like the compact disc used in music recordings; it is used with video technology for display purposes; it requires the use of a personal computer; and it has become one of the most popular offerings in both public and academic libraries. One disc can hold thousands of pages of print material and the technology is so advanced that producers have created many "user friendly" devices. There are presently more than 100 CD-ROM products available, many bibliographic in nature. But of course, any information that can be put into eletronic format can be put on CD-ROM. The U.S. Census, real estate data, various encyclopedias and even a data bank of ancient Greek texts are encompassed by this technology. Most often information in electronic format, such as CD-ROM, can be use with far greater efficiency and ease than similar information published in print; electronic format allows faster searching, often the combination of search terms, and usually the quick printing of search results.

Continued on page 9

COMPACT DISC TECHNOLOGY IN LIBRARIES

Continued from page 4

BiblioFile, a CD-ROM cataloging system that is uniformly acknowledged as the "father" of all CD-ROM products, is presently installed in some 500 libraries. SilverPlatter, another major marketer of CD-ROM products claims over 300 sales of offerings such as AV-ONLINE, PsychLIT, Sociofile, and ERIC. Traditional trade publishers such as Grolier, McGraw-Hill, and John Wiley have seen in the CD-ROM format an opportunity to produce complex and extensive reference tools that may be more effectively indexed—and therefore accessed—in digital rather than paper form.

The systems have received enthusiastic support in those libraries where they have been installed. Users report ease of start-up and rate them with high satisfaction on search results. A real advantage in CD-ROM searching is that users with their own personal computing systems can bring a floppy disc to the library and have the results of a search conducted on the CD-ROM (most often a bibliography) loaded on their own discs for use in their personal systems. Perhaps the single greatest concern voiced by librarians who have tested these systems is the tendency on the part of users to restrict their research to data on the discs and to assume that the disc represents the libraries' holdings.

The University Libraries have entered into CD-ROM technology with considerable success. The Main Library subscribes to a service called NewsBank that clips articles from some 450 newspapers and 250 regional business magazines and produces copies of the articles on microfiche. We began to acquire the service in the mid-1970s and use of it has always been light—perhaps twice a month. Recently the publishers offered a CD-ROM index to the entire service free of charge to all subscribers. In the first week of its presentation to the public, use soared to "0 per day. It has now leveled off to about 30 a day.

Our Government Publications Department acquired the *U.S. Monthly Catalog on CD-ROM*. This indexes all general materials published by the U.S. government and is one of the essential tools of the libraries. Use of the new index is high, at least 30 to 40 a day.

The Business Library is in the process of offering Disclosure, a CD-ROM service, which contains the financial reports of some 12,000 publicly held companies; and the Engineering Library has available in CD-ROM format the *Applied Science and Technology Index*.

Among other popular CD-ROM products which the libraries are considering purchasing are Dissertation Abstracts, PsychLit, Medline, Art Index and ERIC. In most cases we will not at the outset cancel the equivalent paper indexes until we can judge them dispensable. Our ability to purchase subscriptions to these titles and to purchase the necessary equipment for using them has been rather limited, but recently received gift money from the University's Men's Intercollegiate Athletics program (reported elsewhere in this issue of the *Newsletter*) will go far in helping solve this financial problem.

What of the future of CD-ROM technology? There is some speculation that CD-ROMs are merely a bridge to some future of single-point access to all searchable electronic data. But, as we have seen for years in the library world, one technology does not replace another and it is likely that this will be the case with CD-ROMs. There are some emerging trends in the technology that can be noted. It is getting less expensive; publishers are beginning to cooperate with each other in creating products with similar formats and common search techniques; publishers are beginning to create hybrid products, such as two related indexes on one disc. At the present, competition among producers is healthy. This is a good sign for libraries: it can only mean that we will have more offerings at more competitive rates. We will be able to pass along these savings to our users. ■

Helen Ryan
Head, Reference Department

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i/s, 5(September 1989).

News about information systems throughout MIT

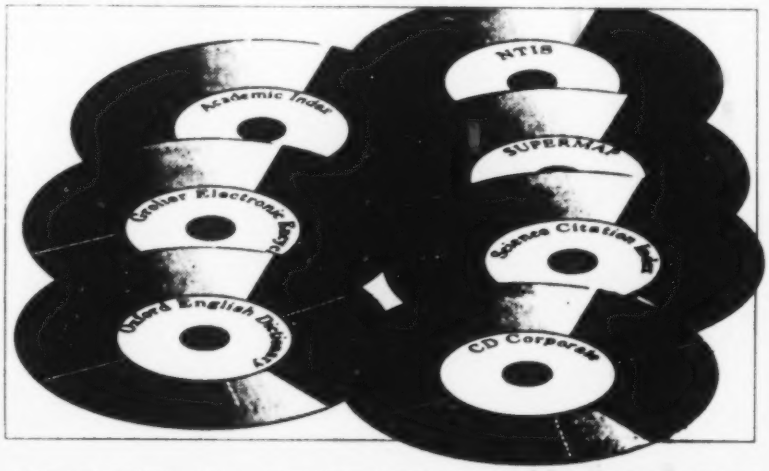
MIT Libraries Offer Wealth of Resources on CD-ROM

Marlene Gast • Administrative Systems Development

Databases on CD-ROM disks are putting a wealth of information at the fingertips of the MIT community – and the service is free to users. Built on the principles of optics, CD-ROM storage can pack the full card catalog of the Library of Congress into four 4.7-inch disks.

Medicine, business, science, and engineering were the first fields served by CD-ROM databases. The MIT Libraries, which began installing CD-ROMs over the past year, also offer electronic resources in the humanities, social sciences, and arts.

These resources are accessed through microcomputers – mainly IBM PCs or compatibles – equipped with retrieval software and CD-ROM drives. Depending on the system, you can download information onto a diskette or print out a hard copy. Check with the MIT libraries listed below to find out when their CD-ROM databases are available for use.



Humanities Library

The *Academic Index* is an index to 400 general-interest and scholarly periodicals in the humanities and social sciences. This CD-ROM has become very popular since its installation a year ago.

The *Academic Index* primarily serves undergraduates who need information for course assignments. Initial entries date from 1985; monthly updates keep the *Index* current.

To search for references to articles, you focus on subtopics within larger topics. This process is much quicker and more enjoyable than leafing through volumes of the *Reader's Guide to Periodical Literature*, the well-known printed guide to periodicals.

To find out more about AIDS, for example, you enter that topic from the workstation keyboard. The *Index* displays a list of subtopics, such as "diagnosis," "drug therapy," "economic aspects," and so on. Selecting a subtopic brings up a list of journal citations; pressing a key prints the list. You can begin research immediately, since MIT subscribes to over 90% of the journals covered by the *Index*.

Two other CD-ROM databases are available in the Humanities Library: the *Grolier Electronic Encyclopedia* and the *Oxford English Dictionary (OED)*. The *Grolier* is an English-language encyclopedia of general knowledge. The *OED*, like the paper version, provides extensive etymologies of virtually every word in the English language.

Within a few weeks, two new CD-ROMs should be in place in the Humanities Library – *Constitution Papers* and *Bible Library*. *Constitution Papers* contains the full text of the U.S. Constitution, plus 12 reference works to support close analysis. *Bible Library* contains 9 bibles and 20 works on bible literature so that you can compare a given passage as it appears in different versions.

Rotch Library

SUPERMAP is a desktop census and mapping system that stores statistical data from the 1980 U.S. Census. Unlike the other CD-ROMs in the libraries, *SUPERMAP* is a graphical information system. Users can print maps and tables of selected data subsets.

With *SUPERMAP*, a researcher can analyze the population characteristics of specific regions, from counties down to the census tract level. For example, a city planner studying the need for day care centers could find out the number of single heads of households with children under five years of age, within specific neighborhoods.

A researcher can also load a disk of other statistics into *SUPERMAP* – recent housing trends, for example – to compare them with census information.

A CD-ROM version of *Art Index* provides bibliographic information on literature in the visual arts. This database dates from 1984 and is updated quarterly.

Barker Engineering Library

The *National Technical Information Service (NTIS)* database covers technical reports by government agencies or others under government contract. It dates from 1985 to the present and is updated quarterly. Subjects include engineering, the physical and social sciences, energy issues, and defense-related topics.

Searching through *NTIS* is very flexible. You can search not only by report number, subject, and author, but also by author's affiliation, or on keywords in titles and abstracts. Users of *NTIS* can print out information or copy it onto a diskette. If you need a report that's listed in *NTIS*, Barker Library will order it and add it to their collection.

Science Library

The *Science Citation Index* lets you trace the influence and antecedents of ideas as recorded in published articles. You can do two kinds of searches – author and cited author. An author search produces a list of articles by an author. The cited author search lists subsequent articles that refer to the original article. You can also select an article and search for related records to produce a list of other articles that cite the same research.

Dewey Library

CD Corporate is one of several CD-ROMs in the *One Source* line of information products from Lotus. With its wide variety of information about U.S. public companies, this database has caught on with Sloan School students.

Updated quarterly, *CD Corporate* draws data from seven sources: Disclosure, Macmillan, Market Guide, Media General Financial Services, Predicasts, Technical Data International, and UMI/Data Courier. *CD Corporate* offers many approaches for getting to its detailed information. For example, you can specify a company and select everything from its profile to financial information to citations of articles discussing the company in major business publications. Or you can select an industry from 50 broad headings and retrieve data about companies engaged in that industry.

Bring a DOS-formatted diskette to download information from *CD Corporate*. Instructions for searching and downloading are attached to the workstation desk. Full documentation is kept at the Dewey Reference Desk.

The Public Affairs Information Service (*PAIS*) is slated for installation this semester. *PAIS* is a bibliographic database of citations to public policy literature. This CD-ROM has an international flavor – it cites books, periodicals, and reports published in English, French, German, Italian, Portuguese, or Spanish. Subject headings and abstracts are in English.

PAIS entries run from 1972 through the present. You can search the database in several ways – by keyword, author, title, language, publication date, or document type. ●

IN THIS ISSUE

- Tech Partners Join Hands
- Network News
- Where To Go for Computer Help
- IBM PC Training at Your Own Pace

Library	Installed Databases	Contact Person	
Humanities	*Academic Index* *Grolier Electronic Encyclopedia* *Oxford English Dictionary (OED)*	Theresa Tobin	x3-5683
Rotch	*SUPERMAP* *Art Index*	Merrill Smith Terry Wittig	x3-5596 x8-5598
Barker	*National Technical Information Service (NTIS)*	Sandy Maxfield	x3-1293
Science	*Science Citation Index*	Sandy Maxfield	x3-1293
Dewey	*CD Corporate*	Kathy Green	x3-7051

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University of North Carolina
at Chapel Hill

January, 1989
ISSN: 0468-5725
No. 462

LIBRARY NOTES

IMPLICATIONS OF CD-ROM REFERENCE

In the November issue of *Library Notes* we noted the tremendous increase in the use of CD-ROM databases in the Library. We remind *Library Notes* readers that a CD-ROM is a 5 and 1/4 inch disc much like the popular audio disc. It is capable of storing the equivalent of 275,000 printed pages, or 1,500 floppy discs. It is reliable, rather inexpensive to manufacture, and used with a CD-ROM reader and microcomputer.

The use of compact discs for reference increased from 646 in 1986-87 to 5,676 in 1987-88. At the rate of use so far in 1988-89, the annual figure will more than double again. This trend itself is very interesting; some of its implications even more so.

Implication 1: CD-ROMs cost a lot of money. We are now spending about $50,000 a year on electronic packages, including $16,000 for *InfoTrac*, in the Undergraduate Library. Most of these databases are purchased on a "term license" arrangement. In other words, they are rented, or leased, and do not become a permanent part of the Library collection. With the need to pay again each year, this service puts tremendous pressure on the Library budget to increase when prices rise, or when we want to add new databases.

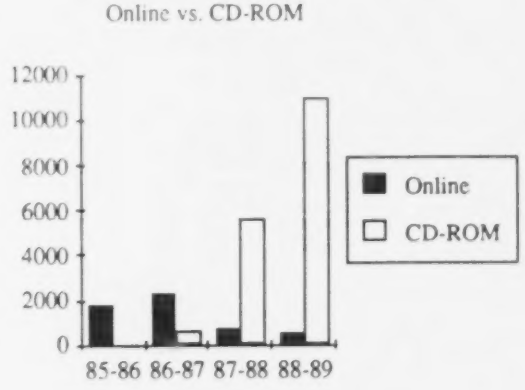
Do we get our money's worth? If we leave *InfoTrac* out of the calculations, we estimate 11,000 users for the year. The average cost would be roughly $3.00 per search, which is much less expensive than it would be for the Library to subsidize remote online database searches. There is no way to compare this cost with the cost of supplying printed indexes for searching. However, an average of $3.00 per use may not be an unreasonable cost for providing printed indexes in the Library, when their large number and cost is considered.

CD-ROM publications have introduced a new element into collection development. In addition to the quality of their data, CD-ROMs must be evaluated on the quality of the search retrieval software that accompanies them. This software makes the CD reliable or not, and makes it easy or difficult to use. For instance the CD versions of *PAIS (Public Affairs Information Service)* and the *MLA Bibliography* are difficult to learn because of their complicated structure. Programming flaws may cause computer problems (*PAIS*) or produce searches which fail to find entries which actually exist in the database (*MLA*). The inexperienced user could easily be misled about what citations are in the database.

Because of the complicated nature of the databases, their high cost, and great demand for them, a committee has been created to decide on what the Library will purchase.

Implication 2: Students and faculty like the CD-ROM searches very much. Its use is growing very quickly, and will probably continue to grow as more people learn about them and new databases become available.

There is a clear indication that the public prefers CD-ROM to remote searching of online bibliographic databases. See the following statistical table.



There are at least two reasons for the preference for CD-ROM searching over online searching. CD-ROM searching is free, while most online searching costs the patron. Patrons also seem to like controlling their own searches.

While online searching has declined abruptly in favor of CD-ROM searching in BA/SS, online searching appears to be holding steady at a modest pace in Humanities alongside CD-ROM searching. This is probably because older citations retain their value much longer to humanists that they do to social scientists. The short time span covered by a CD-ROM database is less satisfactory to most people searching the *MLA Bibliography* than to most people searching *PsycLit*.

Implication 3: The growth in use represents high demand. That demand means that, at busiest times, we have a new bottleneck in the library. There are not enough machines and copies of programs to meet requests. BA/SS has adopted an appointment system to handle the number of people who want to

use *ERIC* and *PsycLit*. So far this has not been necessary or advisable in Humanities.

The Library has begun CD-ROM service by concentrating them in Davis Library. That allows us to provide the most service for limited resources. The Information and Library Science Library and the Institute of Government Library also have CD-ROM indexes. When resources permit, many of the departmental libraries and the Undergraduate Library would like to provide this service too.

CD-ROMs are creating more demand elsewhere in the Library also. With *InfoTrac* and the Online Catalog, they are responsible for a sizable increase in the use of Interlibrary Loans. The ease of finding citations leads to more requests for materials that this library does not own. Also, over the years this library has shaped its collection somewhat by the standard bibliographies and indexes it owns. The new electronic publications don't fit as comfortably with the Undergraduate Library collection, for instance, as the *Readers' Guide* does.

Implication 4: CD-ROMs are changing the nature of reference work. The high use means that reference librarians are spending hundreds of hours helping students and faculty set up and learn the use of CD-ROMs. The change from the dominance of printed indexes to online searching to CD-ROM searching has caused many changes in assignments for reference librarians in the past 6 years.

The initial task for the Library was to train librarians in the intricacies of online searching. As that service expanded, more staff had to be trained and schedules adjusted to make time for that service. Then, three years ago, librarians had to be trained well enough that they could assist patrons with difficult or unusual problems for each CD-ROM database. The Library staff also had to develop technical expertise to work with computer and software problems. The present task for the Library is again schedule adjustment; finding ways to cope with an increasing volume of CD-ROM use.

One possible change will be to set up a local network that will allow several databases to be used from various different terminals. The University is working on a project funded by a grant from Novell to create a system that would allow the CD-ROM databases to be used from computers all over the campus via the broadband cable. It is possible for such a network to take away some of the librarians' set-up problems by programming the necessary steps each database requires.

Another change: librarians are using CD-ROM databases often for the quick identification of bibliographic citations and other information. Their speed of use and broad coverage make them convenient sources for quick answers.

Implication 5: The Library needs to publicize this new service and create programs for training students and faculty to use it. Until now, we have not mounted a major publicity effort, because we are barely able to keep up with demand created by word-of-mouth and the few announcements in *Library Notes*. Although CD-ROM searching is mentioned in the Undergraduate Library instruction program for English I and II students, it is impossible to train students to use CD-ROM searching in this setting. The most effective help we can give patrons is to show them what to do when they are at the point of doing it.

This January and February BA/SS and Humanities are conducting a series of demonstrations for CD-ROM databases in the Davis Library conference room. These sessions, announced elsewhere in this issue, begin January 18 and end February 22. Twelve different sessions will cover 9 different databases, with *MLA Bibliography*, *PAIS*, and *ERIC* sessions repeated.

-DT

"The Implications of CD-ROM Reference" is based on an interview with Carson Holloway and Debora Headrick. Carson is MRDF/Reference Librarian, in charge of the Machine-Readable Datafile (MRDF) collection in the Business Administration/Social Sciences Reference Department (BA/SS). He led BA/SS in selecting CD-ROM databases, setting up work stations to use them, and led BA/SS staff in learning how to work with them. Debora is the librarian who has led Humanities in developing its CD-ROM reference collection.

BA/SS started CD-ROM based reference service with *ERIC* in September, 1986. BA/SS added *PAIS* last summer, bringing its collection to 9 different CD-ROM databases. *ABI INFORM* is on order and is expected shortly. BA/SS has 5 workstations to serve these databases.

Humanities began CD-ROM reference with *BIP* in March, last year. For 1988, 1,057 CD-ROM searches were made in Humanites; over half of them in November and December. Humanities now has 7 databases with the recent addition of *Newspaper Abstracts*, and 2 workstations.

-DT

CD-ROM WORKSHOPS

The Business Administration/Social Sciences Reference Department and the Humanities Reference Department are conducting a series of workshops on the use of CD-ROMs. All workshops are for one hour, and meet in the Conference Rooms in Davis Library, second floor.

February 2	10 a.m. PSYCHLIT 11 a.m. BIP PLUS
February 7	2 p.m. COMPACT DISCLOSURE 3 p.m. OED
February 15	10 a.m. PAIS 11 a.m. DISSERTATION ABSTRACTS
February 22	3 p.m. ERIC 4 p.M. MLA

Workshops can also be tailored to meet personal, class, or departmental needs. For further information, call 962-1151, 962-1356, or e-mail: MJBASS@UNC.BITNET.

CompuFest '88
The Electronic Library
Academic Affairs Library
Exhibit Schedule

Thursday, September 29

12:00-2:30

Atlas Mapping Package • creates customized maps; floppy disk
BRS After Dark • wide range of online databases in many different disciplines
ERIC • education; CD-ROM
Online library catalog • UNC, Duke, and NCSU library holdings
PAIS • current public affairs/social sciences; CD-ROM
Pravda • English translation of 1987 issues; CD-ROM

2:30-5:00

Atlas Mapping Package • creates customized maps; floppy disk
Books in Print Plus • books currently available from publishers; CD-ROM
BRS After Dark • online databases in many different disciplines
DIALOG • online databases in many different disciplines
ERIC • education; CD-ROM
OED • CD-ROM version of the *Oxford English Dictionary*
Online library catalog • UNC, Duke, and NCSU library holdings
Pravda • English-language translation of 1987 issues; CD-ROM

Friday, September 30

10:00-12:00

Atlas Mapping Package • creates customized maps; floppy disk
BRS After Dark • online databases in many different disciplines
Business Indicators • government time series data; CD-ROM
Compact Disclosure • current corporate financial information; CD-ROM
Dissertation Abstracts • CD-ROM version
ERIC • education; CD-R0M
Online library catalog • UNC, Duke, and NCSU library holdings
Pravda • English translation of 1987 issues; CD-ROM

11:00-12:00

"The Electronic Library," lecture/ computer demonstrations of compact disk and online databases and the library's online catalog. Carolina Union, Room 205

12:00-2:30

Atlas Mapping Package • creates customized maps; floppy disk
Books in Print Plus • books currently available from publishers; CD-ROM
BRS After Dark • online databases in many different disciplines
Business Indicators • government time series data; CD-ROM
Compact Disclosure • current corporate financial information; CD-ROM
ERIC • education; CD-ROM
LegiSlate • current legislative and Congressional information; online database
Online library catalog • UNC, Duke, and NCSU library holdings

2:30-5:00

Atlas Mapping Package • creates customized maps; floppy disk
BRS After Dark • online databases in many different disciplines
DIALOG • online databases in many differ ent disciplines
Dissertation Abstracts • CD-ROM version
ERIC • education; CD-ROM
MLA Bibliography • literature and language; CD-ROM
Online library catalog • UNC, Duke, and NCSU library holdings
Pravda • full-text version of 1987 issues in English

Saturday, October 1

10:00-12:00

Atlas Mapping Package • creates customized maps; CD-ROM
BRS After Dark • online databases in many different disciplines
Business Indicators • government time series data; CD-ROM
ERIC • education; CD-ROM
Online library catalog • UNC, Duke, and NCSU library holdings
PAIS • current public affairs/social sciences; CD-ROM
PsycLit • psychology/behavioral sciences; CD-ROM
Pravda • English translation of 1987 issues; CD-ROM

12:00-2:00

Atlas Mapping Package • creates customized maps; floppy disk
Books in Print Plus • books currently available from publishers; CD-ROM
Business Indicators • government time series data; CD-ROM
ERIC • education; CD-ROM
Online library catalog • UNC, Duke, and NCSU library holdings
PAIS • current public affairs/social sciences; CD-ROM
Pravda • English translation of 1987 issues; CD-ROM

Free Searching! *See what each of these databases contains. Learn how to use them. Stop by the Academic Affairs Library Exhibit.*

BRACKEN LIBRARY

NEWSLETTER

Queens University

Spring/Summer 1989 **Vol 2, No 1**

CD-ROM

CD-ROM is a relatively new technology in the field of information retrieval. The acronym stands for **C**ompact **D**isc - **R**ead **O**nly **M**emory. The discs are similar to the audio compact discs which are now commonplace, but require different equipment linked to a microcomputer. Each disc has an enormous storage capacity, the equivalent of 1500 floppy (360kb) discs, about 250,000 pages of text, "roughly 100 copies of Harrison's textbook" (Wigton). Since the data cannot be tampered with, this storage medium is ideal for library applications: databases, textbooks, encyclopedias, etc.

Bracken Library is purchasing the necessary equipment, to be housed in the Teaching Centre, to run MEDLINE on compact disc as well as CANCERLIT and the HEALTH Planning and Administration databases. Availability of each one of these will be announced, as well as demonstration sessions or short workshops as appropriate.

MEDLINE on CD-ROM will be especially useful to search a combination of two or more terms which is not possible with Index Medicus. However, the data is not as up-to-date as on the online MEDLINE database. Bracken Library will be a beta-test site for a newly developed compatibility link between CD-ROM and Reference Manager for automatic transfer of references.

In This Issue

CD-ROM

QLINE:
Searching for Journals

Computers in Medical Education

Know your Library:
Open House
The Collection
QLINE Training
Reference Update
Current Contents on Disc.

The Bracken Library Newsletter is published three times a year.

Editor: Suzanne Maranda

Readings:

1. Tooey MJ, Raimondo PG: CD-ROM: a new technology for libraries. Med Ref Serv Q 1987;6:1-15.

2. Wigton RS: The new knowledge bases: CD-ROM and medicine. MD Comput 1987;4:34-38.

These articles and more are available in the Bracken Library Teaching Centre's files.

InfoLab Workshops

The Douglas LIbrary Information/Reference Unit offers workshops to assist library patrons with current information technology.

Workshops during the Spring and Summer will be held on a drop-in basis.

Ask at the Douglas Library Information Desk for drop-in schedules.

CD ROM (Compact Disc Read Only Memory)
The new papyrus! These workshops will allow you to access valuable information on the following databases:

ABI/Inform - Business

Dissertation Abstracts - North American Dissertations

MLA - Literature, languages, drama, linguistics

PsycLIT - Psychology and related disciplines

Science Citation Index - Sciences

Sociofile - Sociology and related disciplines

SPORT **Discus** - Sports

QLINE An introduction to the **Q**ueen's **L**Ibrary **NE**twork. QLINE is the computerized catalogue containing information for materials in all of the Queen's University Libraries. You will learn how to use the online catalogue to search by author, title, subject and keyword.

QLINE **ADVANCED** This is for anyone who knows the basics of searching QLINE and wants to learn the following advanced search techniques: keyword review - sophisticated tips and tricks; remote access from personal computers; copying QLINE records to a floppy disk using YTERM; importing QLINE records to a word processor or text management database .

To reserve a time, or for more information:
please come to the Douglas Library Information Desk, or call 545-2527.

Information Literacy Program
Douglas Library Queen's University at Kingston

The UTK Librarian

Volume 5, Number 2 | Newsletter of the University of Tennessee, Knoxville Libraries | Spring 1990

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The equivalent of almost 100 volumes of Psychological Abstracts *is available on two compact discs.*

CD-ROM—The Library's New Format for Electronic Information

Compact Disc Read Only Memory (CD-ROM) has revolutionized the publishing of reference materials such as encyclopedias, indexes and abstracts, enabling the Libraries to offer free self-service use of databases acquired in this format. CD-ROM uses digitally-coded compact discs, physically similar to sound recording discs, to distribute large databases for local searching. Researchers can find InfoTrac, ABI/Inform, ERIC, PsycLit, and the MLA Bibliography available for searching in Reference and Information Services, Hodges Library. The CAT/PAC, a Marcive index to government publications, is available in Documents and Microforms. At the AgVetMed Library compact discs are available for Medline and Cambridge Life Sciences Collection. Highlights of many of these databases are reviewed for you in the following pages.

(continued, page 2)

For Reference Room CD-ROM appointments, call 974-4171
For information on AgVetMed's CD-ROMs, 974-7338
For information on Marcive, 974-6870
For Database Searching appointments call 974-4936

CD-ROM

Contributions by Sandra Leach, Database Searching Coordinator, and Reference Librarians Karmen Crowther, Marie Garrett, Ann Viera, and Alan Wallace

(Continued from front cover)

The enormous capacity of a single compact disc allows access to very large databases at microcomputer workstations. For example, *Psychological Abstracts* from 1974 to the most recent quarterly update of 1990 is available on two compact discs. Compact disc databases are sold at flat rate subscription prices that are not sensitive to minutes spent searching or number of citations printed, as is traditional online searching. The Libraries can offer library users the power of database searching whenever the library is open, and at no cost to the user.

Compact discs are useful for searching when a researcher wishes to combine two or more subjects, to search on terms which do not appear as subject headings in the corresponding paper sources, or when desiring an extensive literature review. Appointments with librarians are available for in-depth consultation on difficult topics, and for searching the many other databases which we have not acquired in CD-ROM. CD-ROMs are updated less frequently than online sources, and some topics are too recent to appear there. ❖

ERIC on CD-ROM is the electronic equivalent of the printed indexes *Current Index to Journals in Education (CIJE)* and *Resources in Education (RIE)*. These sources cover literature on educational topics dating back to 1966. *CIJE* indexes and abstracts articles appearing in over 700 journals related to education, while *RIE* provides access to a variety of documents such as research reports, opinion papers, feasibility studies, resource guides and curriculum support materials. Most documents found in *RIE* are available on microfiche in the library's Documents and Microforms department. Combined these indexes provide access to hundreds of thousands of articles and the database continues to grow at a rate of over 30,000 items a year.

Let's look at how we could search for information on government support of vocational education in Sweden. First, notice the various concepts within this search. The concepts are: government support of education, vocational education, and Sweden.

Reference librarian Alan Wallace and Pattie Wiley, professor of Foreign Language ESL Education in the Department of Curriculum and Instruction, assist Dr. David Creasman with an ERIC search.

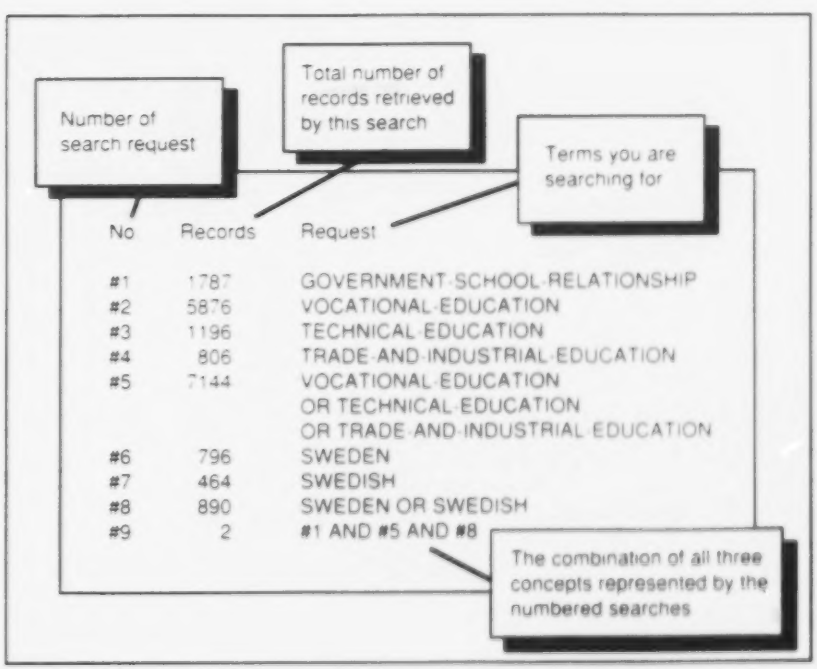
Individuals familiar with the printed indexes will also know about the *Thesaurus of ERIC Descriptors*. This volume aids a searcher in determining what subject terms and appropriate synonyms are used to locate information by subject within the ERIC system. A sample search for information on government support of vocational education in Sweden would yield the following descriptors from the thesaurus.

Concept I. Government support of education is best represented by the term *Government-School-Relationship*. Hyphens must be used to denote multi-term descriptors. If you don't use a hyphen, the computer defaults to searching for terms in the title and abstract fields, which may not provide as precise results.

Concept II. *Vocational-education*—the thesaurus uses this term. Related terms which might be appropriate to use are *Technical Education, Trade and Industrial Education*, and *Industrial Education*.

Concept III. *Sweden* is not found in the thesaurus. In this case we will look for the appearance of either *Sweden* or *Swedish* in titles and abstracts. Note that in this case we do not use any hyphens.

ERIC allows searchers to manipulate terms to search for precise information. The computer can look through thousands of documents and restrict your outcome to those that are most relevant. ❖



A sample search in ERIC

A better and faster way to find information in journals and magazines

The University of Toronto Library
invites you to a special demonstration of
CD-ROM searching
on Tuesday, March 6, 1990
from 4:00 — 6:00 pm

in
the Sigmund Samuel Library
Alice Moulton Room

Light refreshments will be served

RSVP Lari Langford
978-7687

LIBRARY
UNIVERSITY OF TORONTO

University of Virginia

ELECTRONIC INFORMATION SERVICES

ALDERMAN, CLEMONS, EDUCATION, FINE ARTS, AND SCIENCE & ENGINEERING LIBRARIES

DURING A TEST PERIOD, THESE LIBRARIES WILL BE OFFERING COMPUTER-ASSISTED INFORMATION SERVICES FREE TO USERS

DO YOUR OWN SEARCHES

Now you can do your own computerized literature searching AT NO CHARGE on these easy-to-use systems:

WILSEARCH

—— Recent popular and scholarly articles in all fields —— 16 databases —— Available at Science & Engineering, Clemons, and Alderman

BRS/AFTER DARK

—— Articles, research reports, dissertations, and other materials in all fields —— Over 100 databases —— Complex searching techniques and retrospective coverage offered —— Available in Alderman Reference and Science & Engineering on evenings and weekends

CD-ROM COMPACT DISK SYSTEMS

—— Compact disk access to databases in education, psychology, political science, literature, and to popular periodicals in all fields —— Available at the Education, Alderman, and Clemons libraries

Library staff will be glad to assist you in using any of these "do-it-yourself" systems.

SEARCH WITH A LIBRARIAN

—— Alternatively, you can have your online search done by an experienced searcher who can perform complex searches on a variety of systems —— Over 200 databases —— Available at Alderman, Science & Engineering, and Fine Arts; call ahead for an appointment

FOR MORE INFORMATION OR TO MAKE AN APPOINTMENT, CALL OR VISIT:

Alderman Reference (924-3021)
Clemons Reference (924-3115)
Education Library (924-7040)
Fine Arts Library (924-6601)
Science & Engineering Reference (924-6730)

Science and Engineering Library

MEMORANDUM

APRIL 1990

HIGHLIGHTS IN THIS ISSUE--

* **SEL Gets Ethernet and CD-ROM Technologies**
* **SEL Gets New Reference Librarian Position**
* **VIRGO Update and Searching Hint**

SEL INSTALLING ETHERNET & CD-ROM NETWORK

The Science & Engineering Library is installing an Ethernet thin cable network. This is part of a proposal that was approved in January by the library administration by which SEL will set up a Novell network in order to facilitate the networking of materials on CD ROM which will be accessible both locally in Clark Hall and from remote sites. It is projected that we will be operational sometime this summer.

Hardware to support this undertaking is in various stages of order and/or receipt. It includes a network server with a high capacity drive, network cards, multi-drive CD ROM readers, and four microcomputers with VGA monitors, and printers for SEL's users. The operating system for the network will be Advanced Netware, which is designed to accommodate up to 100 concurrent users. Dialing access is also planned and will be done using PCAnywhere and ATERM. Finally, OptiNet software will be used to network the different CD ROM products and is designed to support multiple simultaneous users for each CD-ROM database

The Ethernet project will also enhance the library's access to data residing in other locations, such as the Education Library's networked CD ROMs, *ERIC* and *PsycLit*, and in the near future, the Alderman Library's collection of electronic media in the Reference and Government Documents Departments. Conversely, access to SEL will be possible from any area served by a similar network.

The Science & Engineering branch libraries also will be able to tap the SEL data from their own networks, and plans are underway to ensure that all four branches are incorporated into existing networks in their respective locations.

- The Psychology Department donated the use of one port of their repeater to extend Ethernet thin cable to the Biology/Psychology Library. A microcomputer for public use in the library will be available later on this year.
- The Math/Astronomy Library will be included in the networking project of the Mathematics Department, which is scheduled for completion sometime soon.
- The networking of the Chemistry and Physics libraries are being considered.

UNIVERSITY OF VIRGINIA
CLARK HALL 924-7209

COMING ATTRACTIONS ON CD-ROM AT SEL

COMPUTER LIBRARY is produced by Computer Library/Computer Periodicals Database. This system gives access to about 120 journals in the fields of computer and computing ranging from scholarly titles published by the Association for Computing Machinery to titles of general interest such as *PC Magazine* and *PC Week*. Key Features and Uses: **FULL-TEXT** is what sets this system apart from any other CD-ROM products available on the market. The **full-text** capability enables users of the Computer Library system to search and retrieve the **text** of any article from at least 30 titles indexed besides the standard feature of searching by keyword, phrase, subject, title, author, and the use of boolean operators. *Computer Library* is updated monthly and the number of journals included continues to increase. Computer Library is definitely the first source for computer-related information.

MATHSCI DISC is the online version of *Mathematical Reviews* (MR) and *Current Mathematical Publications* (CMP) and is now available on CD-ROM with the same comprehensive coverage of research and literature on mathematics, statistics, applied mathematics, and statistical application information. Produced by the American Mathematical Society, the January 1990 release of *MathSci* is a subset of the AMS online file that contains materials published from 1985-1989. Key Features and Uses: This product comes complete with manual, quick guide, templates, and a toll-free help line. Full bibliographic information is provided for each document. All the elements needed to identify a particular publication such as author, title, keyword, phrase and classification codes are searchable.

GEOPHYSICS OF NORTH AMERICA is produced by the National Geophysical Data Center, and is a compilation of topographical, gravity and magnetics, and satellite imagery data gathered by scientists, research organizations, and government agencies for over a decade. Key Features and Uses: The introduction of this CD-ROM makes available for the first time at UVa a wide range of geophysical data in **visual** format, one that enables users to view numerical data through computer-generated images. *Geophysics of North America* is of particular interest to faculty and students working in the areas of hydrogeology, atmospheric dynamics, climatology, physical and geological oceanography. Those seeking information on land use, population density, earthquakes, crustal and thermal stress data will also find this a source of valuable information.

WORLD WEATHERDISC is produced by Weather Disc Associates, Inc., and contains a massive meteorological database that describes the climate of the Earth today and during the past few hundred years. Many of the data sets included in this system come from the two main depositories of weather information in the United States: the National Climatic Data Center and the National Center for Atmospheric Research. Some of the records appearing on this system go back to the 1700's. Key Features and Uses: *World Weatherdisc* uses menu-driven search software and provides both tabular and graphical displays of climatological data. World Weatherdisc has weather information for everyone from weather hobbyists, farmers, travelers to energy utility personnel and professional atmospheric scientists because of its detailed coverage of data from thousands of National Weather Service stations.

In addition, we will have available several CD ROMs containing the images of Jupiter, Saturn, and Uranus as captured by the interplanetary mission of the Voyager including the GRIPS '89 (Government Raster Image Processing Software and Data), a collection of imagery contributed by NASA, SPOT, USGS, NIH, etc. We are also purchasing twenty-two SPOT satellite digital multispectral images for the eastern part of the state of Virginia. The images cover the coastal plain from the Atlantic shore to the Blue Ridge. This set of images will be the basis for future acquisitions to expand coverage to the entire state.

We are more than willing to consider purchasing databases on CD-ROM, and/or housing such items here in SEL to be mounted on our network for our users to access from their offices and labs or here in Clark Hall. We will also be glad to work with faculty or departments to house and make available CD-ROM materials which may be obtained directly by them.

JOB DESCRIPTIONS

Ellis Library CD-ROM Monitor (Library Science Graduate Assistantship) 50% FTE (20 hours per week). $6.85 per hour. Available September 1, 1990. Working in Ellis Reference Services Department, reporting to the Coordinator of Computer-Based Reference Services. Public service duties include: assisting library patrons in using CD-ROM databases on microcomputer workstations; instructing patrons in formulating search strategy, searching the databases, printing and downloading to disk; assisting in development of instructional handouts; assisting with use of the Infotrac database; assisting with use of the public OCLC terminal. Technical/hardware support duties include: opening CD-ROM 'fortress' to access CD-ROM reader and computer drives; exchanging compact discs; moving and loading paper into printers; changing printer ribbons as needed; may include weekly cleaning and general maintenance of the CD-ROM workstations. Maintain departmental statistics on scheduled use of CD-ROM databases. Maintain CD-ROM daily calendar. Some software and hardware maintenance may be included. Some night and weekend hours required. Training in use of CD-ROM databases will be provided to the successful candidate. The successful candidate must enjoy working with the public and have good oral communication skills. Familiarity with bibliographic database searching and/or personal computers is desirable. Successful candidate must be registered for a minimum of 9 hours graduate coursework; waiver of UMC tuition and fees generally granted. The UMC Libraries is an equal opportunity/ affirmative action employer.

Ellis Library CD-ROM Monitor. 10-15 hours per week. $5.00 minimum, depending on experience and skills. Available August 20, 1990. Working in Ellis Reference Services Department, reporting to the Coordinator of Computer-Based Reference Services. Public service duties include: assisting library patrons in using CD-ROM databases on microcomputer workstations; instructing patrons in formulating search strategy, searching the databases, printing and downloading to disk; assisting with use of the Infotrac database; assisting with use of the public OCLC terminal. Technical/hardware support duties include: opening CD-ROM 'fortress' to access CD-ROM reader and computer drives; exchanging compact discs; moving and loading paper into printers; changing printer ribbons as needed. Some night and weekend hours required. Training in use of CD-ROM databases will be provided to the successful candidate. The successful candidate must enjoy working with the public and have good oral communication skills. Familiarity with bibliographic database searching and/or personal computers is desirable. The UMC Libraries is an equal opportunity/ affirmative action employer.

State University of New York at Albany

Reference Department
CD-ROM Graduate Assistant

Position Description

CD-ROM Graduate Assistants serve in the Reference Department of the University Library. The primary purpose of this position is to assist library users with CD-ROM database searching. The Graduate Assistant is responsible for the operation of the CD-ROM area of the Reference Department, including a network with five workstations and several stand-alone workstations. The unit currently offers sixteen databases for public use and several more are expected to be purchased during the fall 1990 semester. Activities involved in this position include developing search strategies, helping users with the keyboard and system commands, and interpreting search results. Some evening and weekend duty is required. Assistantships may be awarded for either 10 or 20 hours per week and will receive remuneration of $6.00 per hour.

Specific Requirements for the Position Include:

* Understanding of database design.

* Familiarity with microcomputers.

* Good communications skills.

* Ability to work well with the public.

Students who have completed or are currently taking Isp 605, Isp 639, and/or Isp 658 are preferred. For more information about this position, please contact David Tyckoson, Head, Reference Department, 442-3559.

DEPARTMENT: WATMARS OFFICE

POSITION: Coordinator of Machine-Assisted Reference Services

INCUMBENT: Doug Morton

SALARY GRADE: MPS 8

GENERAL ACCOUNTABILITY

The incumbent is responsible for developing and coordinating effective on-line information retrieval service for library users.

NATURE AND SCOPE

This position is one of five reporting to the Coordinator of Information Services. The others are the Heads of the Dana Porter and Davis Centre Reference and Collections Development Departments, the Coordinator, IBIS, one Library Assistant and the Secretary, Davis Centre Library Office.

As coordinator the incumbent is expected to work with the librarians in the Reference Departments to develop on-line services. The incumbent acts as search editor and develops appropriate training and monitoring programs for other librarians acting as search editors. She/he must be able to run searches on various systems. This requires familiarity with the services subscribed to by the Library and the data bases available. The incumbent must keep up-to-date with the latest developments where feasible. She/he insures that the members of the University community and potential users in the surrounding area are aware of the on-line service. The incumbent is also required to keep full records of the on-line activities in order that the service might be regularly evaluated and also in order that invoices can be prepared.

The incumbent manages the public CD-ROM workstations. He/she acquires expertise with the systems, ensures their proper operation and maintenance, develops training programs for both staff and users and evaluates their use.

The incumbent works closely with the Coordinator, IBIS in developing on-line search stategies and in providing back-up support to the IBIS operation.

The incumbent serves at the Davis Information Desk to answer general and specific reference queries and to instruct patrons in the methods of library research. This may require approximately ten hours per week.

From time to time, and especially during the fall term, the incumbent may conduct orientation tours of the Library and assist with workshops and other specialized orientation services.

SPECIFIC ACCOUNTABILITIES

1. To coordinate and develop the on-line information retrieval service at the University of Waterloo, and to represent this program throughout the region.

2. To carry out on-line searches.

3. To keep up-to-date with developments in the field of on-line searching, to train other search editors and to assume the chairmanship of the WATMARS Committee.

4. To publicize the service to the University and surrounding communities through such media as brochures, newsletters, and workshops.

5. To maintain financial control and records of the service.

6. To manage the public CD-Rom workstations.

7. To provide expertise and back-up to the IBIS operation

8. To provide reference service at the Davis Centre Information Desk and to participate in the orientation and publications programs.

9. To contribute to library planning by the timely and accurate reporting of developments or problems within the WATMARS Service which require special attention, by seeking solutions to these in consultation with the Coordinator of Information Services and others as appropriate, and by participating in the plans of the Library as a whole.

10. To undertake other responsibilities as assigned.

Revised: November 1988

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